

Board of Education Regular Meeting  
Monday, July 14, 2025 7:00 PM  
High School  
2710 N. North Rd  
Grand Island, NE 68803



1. Welcome and Recognize Open Meetings Act
2. Consent Agenda
  - 2.1. Notice of Meeting
  - 2.2. Board Meeting Minutes
  - 2.3. Board Claims
  - 2.4. Treasurer's Reports
3. Audience with individuals or committees wishing to make requests or reports
4. Report of Committees
5. Discussion Items
6. Action Items
  - 6.1. Discuss, consider, and take necessary action for revision of board policies 1200, 3131, 3132, 3410, 4003, 4009, 5001, 5004, 5103, 5201, 5202z, 5301, 5401, and 5414.
  - 6.2. Discuss, consider, and take necessary action for new board policies 5507, 6118, 6931.
  - 6.3. Discuss, consider, and take the necessary action on lunch prices for the 2025-2026 school year.
  - 6.4. 2025-26 K-8 and 9-12 Student Handbooks
  - 6.5. 2025 -2026 Classified Employee Handbook
  - 6.6. 2025-26 Certified Staff Handbook

- 6.7. Discuss, consider, and take the necessary action to renew membership with the Nebraska Rural Community Schools Association (NRCSA) for the 2025 - 2026 school year.
7. Superintendent's Report
  - 7.1. Summer Building Projects Update
  - 7.2. Option Transfer Enrollment Summary June 2025
8. Adjourn
9. Mission Statement

A Culture of Excellence, An Exceptional community of learners committed to continuous growth.

The agenda contains a list of subjects known at the time of its distribution five days prior to the meeting. A copy of the agenda will be available for public inspection during normal business hours in the office of the Superintendent located at Northwest High School, 2710 N. North Road, Grand Island, NE. Except for items of an emergency nature, the agenda will not be enlarged less than 24 hours before the scheduled commencement of the meeting.

**NORTHWEST PUBLIC SCHOOLS  
Board of Education Regular Meeting  
Monday June 9, 2025 7:00 PM  
Northwest High School Board Room**

Attendance was taken at 7:00 PM

Present: Aaron Buhrman, Daniel Leiser, Zach Mader, Robin Schutt, Paul Mader, Artie Moeller

Dan Leiser called the meeting to order and recognized the notice of meeting and the open meeting act displayed at the meeting.

Paul Mader made a motion to approve the notice of the meeting and the minutes. This motion, seconded by Robin Schutt, passed unanimously.

Zach Mader made a motion to approve the board claims. This motion, seconded by Artie Moeller, passed unanimously.

Artie Moeller made a motion to approve the treasurer's reports. This motion, seconded by Robin Schutt, passed unanimously.

No committees made a report.

Jeanette Ramsey, Jaimi Stelk, Steve Retzlaff, and Mike Herzberg presented to the board regarding the new block scheduling they will be implementing at the Middle School level this fall.

A motion to approve the revision for board policy 5101, as presented was made by Robin Schutt and seconded by Aaron Buhrman, passed unanimously.

The Superintendent's Report included the following items:

- Legislative Update
- Option Transfer Enrollment Summary for May 2025

Leiser adjourned the meeting at 8:09 PM.

**INVOICES SUBMITTED FOR PAYMENT**

JULY 14, 2025

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
<b>Checking</b>	<b>1</b>	<b>Fund: 01</b>	<b>GENERAL FUND</b>
149810	ACE HARDWARE	SUPPLIES	230.42
74619	AKRS EQUIPMENT	SUPPLIES	33.39
149811	ALMQUIST, MALTZAHN, GALLOWAY & LUTH	ACCOUNTING SERVICES	492.00
74621	AMAZON CAPITAL SERVICES INC	SUPPLIES	4,650.52
149812	APPLE INC	EQUIPMENT	32,400.00
149813	AURORA COOPERATIVE	GASOLINE/PROPANE	900.00
74622	BOSSELMAN PUMP & PANTRY INC	GAS & OIL	239.45
74623	BTEK LLC	PARTS / SERVICE	129.95
149814	CALLIHAN, HEATHER	REIMBURSEMENT	543.36
74624	CENTRAL NE BOBCAT	GROUNDS UPKEEP	6,851.77
149815	CENTURYLINK	PHONE	105.72
74625	CHARTER COMMUNICATIONS	INTERNET	3,856.20
149816	CITY OF GRAND ISLAND UTILITIES	ELECT/WATER/SEWER	20,200.00
149817	CLEARFLY	PHONE BILL	1,100.00
74626	COMPANION CORPORATION	SOFTWARE	4,912.00
149818	COMPUTER CONCEPTS	SUPPLIES/EQUIPMENT	48,023.65
149819	COMPUTER HARDWARE INC	SUPPLIES/REPAIRS	3,002.20
74627	CONSERV FLAG CO	SUPPLIES	313.92
149820	CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	42.41
74629	CULLIGAN	SALT & RENT	628.00
149821	DAS STATE ACCTG - CENTRAL FINANCE OCIO	TELEPHONE SERVICE	845.50
74630	EAGLE EYE WEED CONTROL, LLC	GROUNDS WORK	464.32
149822	EAKES OFFICE SOLUTIONS	SUPPLIES	7,513.72
149823	EBSCO SUBSCRIPTION SERVICE	SUBSCRIPTIONS	95.84
149824	EPIC SPORTS INC	SUPPLIES	4,250.39
149825	ESU #10	SUPPLIES/REPAIRS/INSERVICE	13,141.35
149826	FATHER FLANAGAN'S BOYS' HOME	TUITION	7,800.00
149827	FOLLETT SCHOOL SOLUTIONS	BOOKS	731.51
74631	FS INTERMEDIATE HOLDINGS INC	SOFTWARE	425.00
149828	GLOBO LANGUAGE SOLUTIONS	SUBSCRIPTION	100.00
149829	GO PHYSICAL THERAPY LLC	CONTRACTED SERVICES	11,827.79
74632	GRAND ISLAND ROTARY CLUB	DUES	210.00
74633	GREAT PLAINS COUNTERTOPS	SUPPLIES	877.00
149830	GRONE'S OUTDOOR POWER	SUPPLIES	2,751.67
74634	HD SUPPLY FACILITIES MAINTENCE LTD	SUPPLIES	322.64
149831	HERZBERG, MICHAEL	REIMBURSEMENT	52.87
149832	HOMETOWN LEASING	COPIER LEASE PYMT	842.62

**INVOICES SUBMITTED FOR PAYMENT**

JULY 14, 2025

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
149833	HONEYWELL	CONTRACT SERVICES	1,666.57
149834	HOWARD GREELEY RURAL PUBLIC POWER DIST	UTILITIES	1,941.23
74635	HYVEE ACCOUNTS RECEIVABLE	INSERVICE\SUPPLIES	159.68
74636	ISLAND GLASS CO	REPAIRS	657.50
74637	ISLAND SUPPLY & WELDING CO	SUPPLIES/REPAIRS	70.80
149835	JOHNG, CRISTINA	MILEAGE / REIMBURSEMENTS	65.10
149836	JW PEPPER & SON INC	MUSIC	1,401.56
149837	KELLY SUPPLY COMPANY	SUPPLIES	38.99
149838	LEPANT, JAMIE	REIMBURSEMENT	88.20
74638	LOVE SIGNS	EQUIPMENT AND REPAIRS	215.00
74639	LUHN, DULCIE	PARENT MILEAGE REIMBURSEMENT	2,069.64
74640	MARCIA BRENNER ASSOCIATES	SOFTWARE	1,344.00
74641	MARZANO RESOURCES LLC	INSERVICE	7,200.00
149839	MCCULLA, FRANCIS	MILEAGE/SUPPLIES REIMBURSEMENT	27.81
149841	MENARDS	SUPPLIES/EQUIPMENT	3,211.36
149842	MID NEBRASKA DISPOSAL INC	GARBAGE SERVICE	1,438.43
74642	MIDWEST ALARM SERVICES	ALARM SERVICE	420.00
149843	MIDWEST CONNECT LLC	POSTAGE	500.00
149844	MOSER, MARTIN	REIMBURSEMENT	52.87
74643	NACIA	DUES	40.00
74644	NAPA	SUPPLIES	5.36
74645	NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS	REGISTRATION	1,104.00
149845	NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB	WATER TESTING	172.00
74646	NEBRASKA SAFETY CENTER	COURSE	250.00
149846	NIELSEN, NATALIE	REIMBURSEMENT	110.98
74647	NORTHWESTERN ENERGY	UTILITIES	1,463.07
149847	O'BOYLE, MELANIE	REIMBURSEMENT	8.40
74648	O'HARA PLUMBING	SERVICES	150.00
149848	ONE SOURCE	BACKGROUND CHECKS	48.00
74649	PAPER TIGER	SHREDDING	93.00
74650	PARADIGM SHIFT INTERACTIVE	WEB SITE HOSTING	95.00
74651	PERRY GUTHERY HAASE & GESSFORD	LEGAL SERVICES	751.00
74652	PHONOGRAPH-HERALD	SUBSCRIPTION	6.47
74653	PINNACLE BANK	SUPPLIES/INSERVICE	131.22
74654	PINNACLE BANK	SUPPLIES/INSERVICE	185.24
74655	PINNACLE BANK	SUPPLIES/INSERVICE	345.08
74656	PINNACLE BANK	SUPPLIES/INSERVICE	2,300.01

**INVOICES SUBMITTED FOR PAYMENT**

JULY 14, 2025

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
74657	PINNACLE BANK	SUPPLIES/INSERVICE	236.25
149849	POMP'S TIRE SERVICE INC	VEHICLE MAINTENANCE	123.18
74658	PPG ARCHITECTURAL FINISHES	SUPPLIES	649.57
149850	PROJECT LEAD THE WAY	SUPPLIES	2,200.00
149851	QUILL CORPORATION	SUPPLIES	839.69
149852	RENAISSANCE LEARNING INC	SUPPLIES	8,383.20
74659	RENTOKIL NORTH AMERICA INC DBA PRESTO-X	CONTRACT SERVICE	802.68
149853	RETZLAFF, TARA	MILEAGE / REIMBURSEMENT	52.87
74660	RINDER PRINTING	PRINTING/SUPPLIES	150.17
74661	SAM'S CLUB MC/SYNCB	SUPPLIES	26.78
149854	SCENARIO LEARNING LLC DBA VECTOR SOLUTIONS	TEACHPOINT	1,485.40
74662	SHEFIELD TREE SERVICE	TREE REMOVAL	2,500.00
149855	SMITH, PAUL	MILEAGE / REIMBURSEMENT	52.87
149856	SOFTWARE UNLIMITED INC	COMPUTER SOFTWARE	8,600.00
149857	SOUTHERN PUBLIC POWER DISTRICT	ELECTRICTY	3,167.78
74663	STATE GLASS	GLASS	11.55
149858	STELK, JAIMI	REIMBURSEMENT	52.87
74664	STUHR MUSEUM	SUPPLIES	440.00
74665	T-C CEILINGS INC	CEILING TILE	206.24
74666	TILLEY SPRINKLER SYSTEMS	SERVICE/REPAIRS	1,033.00
74667	USEFUL BUILDERS LLC	SERVICES	1,200.00
149859	VERIZON WIRELESS	CELLULAR PHONE	332.19
149860	VOYAGER SOPRIS LEARNING	SUPPLIES	602.80
74668	WALMART	SUPPLIES/EQUIPMENT	708.60
74669	WHITEFOOT MARKET INC	INSERVICE	2,470.00
74670	WHOLENESS HEALING EAP	SUPPORT SERVICE	5,970.00
			<b>Fund Total:</b>
			<b>253,032.44</b>
<b>Checking</b>	<b>8</b>	<b>Fund: 08</b>	<b>BUILDING FUND</b>
1404	HEARTLAND ROOFING CONSULTANT	ROOFING CONSULTANT FEES	2,120.00
1405	ISLAND GLASS CO	REPAIRS	5,450.00
1406	KLEINTS BUILDING & CONST INC	REPAIRS	22,375.00
1407	SAAT'S FLOORING	CONTRACTOR	19,929.99
			<b>Fund Total:</b>
			<b>49,874.99</b>

**TREASURER'S REPORT  
FOR THE MONTH OF JUNE 2025  
JULY 14, 2025**

GENERAL FUND

Balance, Beginning of the Month	\$ 6,882,190.28
Receipts	1,703,425.21
Expenditures	1,662,827.75
Balance, End of the Month	\$ 6,922,787.74

BUILDING FUND

Balance, Beginning of the Month	\$ 1,087,109.18
Receipts	42,070.94
Expenditures	16,688.00
Balance, End of the Month	\$ 1,112,492.12

\*Designated funds for turf replacement \$40,000 (\$20,000 - September 2023. \$20,000 - September 2024)

BOND FUND

Balance, Beginning of the Month	\$ 145,547.85
Receipts	482.78
Expenditures	-
Balance, End of the Month	\$ 146,030.63

**TREASURER'S REPORT  
FOR THE MONTH OF JUNE 2025  
JULY 14, 2025**

DEPRECIATION FUND

Balance, Beginning of the Month	\$ 308,401.46
Receipts	1,022.97
Expenditures	-
Balance, End of the Month	\$ 309,424.43

EMPLOYEE BENEFIT FUND

Balance, Beginning of the Month	\$ 13,988.54
Receipts	47.75
Expenditures	4,068.76
Balance, End of the Month	\$ 9,967.53

QUALIFIED CAPITAL PURPOSE FUND

Balance, Beginning of the Month	\$ 1,543.66
Receipts	5.12
Expenditures	-
Balance, End of the Month	\$ 1,548.78

**NORTHWEST PUBLIC SCHOOLS  
GENERAL FUND  
BUDGET SUMMARY  
JUNE 2025**

	BUDGET	MONTHLY EXPENDITURES	TOTAL EXPENDITURES TO DATE	% OF BUDGET SPENT
INSTRUCTION	10,439,200.00	823,824.03	8,481,479.71	81.25
LEP	51,000.00	4,284.43	43,804.72	85.89
POVERTY	181,675.00	8,074.70	98,501.22	54.22
EARLY CHILDHOOD	166,000.00	12,036.82	141,098.04	85.00
SPECIAL EDUCATION PROGRAMS K-12	1,534,025.00	123,596.75	1,431,139.11	93.29
SUMMER SCHOOL	0.00	0.00	0.00	0.00
ATTENDANCE AND SOCIAL WORK	17,300.00	0.00	4,450.00	25.72
GUIDANCE SERVICES	486,700.00	36,713.23	406,020.51	83.42
HEALTH SERVICES	179,350.00	15,428.74	156,581.46	87.30
PSYCH SERVICES SPED SCHOOL AGE	395,250.00	33,121.12	334,568.14	84.65
PSYCH SERVICES SPED 3-5	16,875.00	1,376.13	13,761.30	81.55
SPEECH PATH K-12	208,700.00	15,788.43	167,130.43	80.08
SPEECH PATH/AUDIO SPED 3-5	17,950.00	1,494.97	15,030.10	83.73
SPEECH PATH/AUDIO SPED 0-2	0.00	59.91	679.66	0.00
OCCUP THERAPY K-12	34,400.00	6,289.30	59,749.76	173.69
OCCUPATIONAL THERAPY SPED 3-5	0.00	2,087.60	14,519.83	0.00
OCCUPATIONAL THERAPY SPED 0-2	0.00	363.50	6,836.93	0.00
PHYSICAL THERAPY K-12	11,600.00	1,544.50	11,090.71	95.61
PHYSICAL THERAPY - SPED 3-5	0.00	320.70	3,579.61	0.00
PHYSICAL THERAPY - SPED 0-2	1,000.00	646.60	3,826.10	382.61
VISUAL IMP SERV - K-12	12,000.00	0.00	0.00	0.00
VISUALLY IMP SERV - SPED 3-5	0.00	476.47	4,468.71	0.00
OTHER PUPIL SUPPORT SERV	0.00	6,000.00	54,000.00	0.00
SCHOOL IMPROVEMENT	51,075.00	3,674.32	38,183.92	74.76
INSTRUCT / CURRICULUM DEV	84,110.00	11,430.07	76,058.55	90.43
INSTRUCTIONAL STAFF TRAINING	4,500.00	0.00	250.00	5.56
IMPLEMENATION OF STANDARDS	47,825.00	3,496.72	35,685.25	74.62
LIBRARY / MEDIA SERVICES	271,810.00	19,808.14	210,073.19	77.29
TECHNOLOGY - INSTRUCTION RELATED	164,200.00	12,761.44	115,443.66	70.31
BOARD OF EDUCATION	20,000.00	62.55	23,108.98	115.54
EXECUTIVE ADMINISTRATION	520,400.00	34,654.93	366,435.42	70.41
DISTRICT LEGAL SERVICES	15,000.00	262.80	451.30	3.01
OFFICE OF THE PRINCIPAL	1,161,200.00	114,386.87	950,427.47	81.85
SCHOOL ADMINISTRATION - OTHER	214,450.00	17,348.01	190,715.21	88.93
FISCAL SERVICES	69,400.00	5,017.57	51,158.52	73.72
PUBLIC INFORMATION SERVICES	0.00	600.00	2,750.00	0.00
PERSONNEL SERVICES	75,400.00	6,694.97	51,016.43	67.66
TECHNOLOGY - ADMINISTRATIVE	423,650.00	31,592.91	240,954.62	56.88
CENTRAL SERVICES - OTHER	116,400.00	29,085.04	72,903.23	62.63
OPERATION OF BUILDINGS	1,238,950.00	128,469.50	1,096,661.98	88.52
MAINTENANCE OF BUILDINGS	500,500.00	6,538.70	191,556.09	38.27
UPKEEP OF GROUNDS	54,800.00	3,077.73	61,582.47	112.38
VEHICLE OPER/MAINT - NON STUDENT	4,000.00	731.69	5,890.54	147.26
SAFETY	5,830.00	74.91	749.10	12.85
VEHICLE OPERATION - REG EDUCATION	29,800.00	1,004.75	9,759.13	32.75

**NORTHWEST PUBLIC SCHOOLS  
GENERAL FUND  
BUDGET SUMMARY  
JUNE 2025**

	<u>BUDGET</u>	<u>MONTHLY EXPENDITURES</u>	<u>TOTAL EXPENDITURES TO DATE</u>	<u>% OF BUDGET SPENT</u>
VEHICLE OPERATION - SPED	0.00	497.05	4,422.54	0.00
VEHICLE OPERATION - SPED 0-2	0.00	290.22	5,074.60	0.00
VEHICLE MAINT - REG ED	8,000.00	0.00	6,882.47	86.03
VEHICLE MAINT - SPED K-12	0.00	71.39	2,407.86	0.00
STUDENT TRANSPORTATION - OTHER	455,000.00	47,202.46	532,899.13	117.12
CATERGORIAL GRANTS	15,000.00	1,067.89	14,698.38	97.99
HIGH ABILITY LEARNERS	12,000.00	3,700.24	9,951.76	82.93
STATE EARLY CHILDHOOD GRANT	33,975.00	3,000.44	30,004.40	88.31
TITLE I PART A	145,125.00	12,215.91	125,373.92	86.39
TITLE II PART A	21,500.00	5,559.02	16,311.75	75.87
IDEA PART B (611) BASE & ENROLL POV	292,600.00	22,338.49	220,842.49	75.48
IDEA SPECIAL PROJECTS	9,000.00	0.00	93.76	1.04
CARL PERKINS	3,000.00	1,290.00	3,049.67	101.66
ESSER III	0.00	0.00	604.00	0.00
TRANSFERS	125,000.00	0.00	150,000.00	120.00
TOTAL	<u>19,946,525.00</u>	<u>1,621,534.66</u>	<u>16,366,747.84</u>	<u>82.05</u>

**NORTHWEST PUBLIC SCHOOLS**  
**LUNCH FUND**  
**JUNE 2025**

	<u>Monthly Activity</u>	<u>Year to Date Activity</u>	<u>Budget</u>
<b><u>REVENUE</u></b>			
SALES - STUDENT LUNCHES	0.00	125,571.50	198,000.00
NON REIMB MEALS / ALA CARTE	1,036.72	175,542.67	100,000.00
STATE REIMBURSEMENT	0.00	1,049.84	2,000.00
FEDERAL REIMBURSEMENT	13,032.29	158,614.13	500,000.00
TRANSFERS FROM GENERAL FUND	0.00	150,000.00	50,000.00
TOTAL REVENUE	\$14,069.01	\$610,778.14	\$850,000.00
<b><u>EXPENDITURE</u></b>			
SALARY- FOOD SERVICE	4,775.00	47,750.00	65,000.00
FOOD SERVICE SALARY CH	2,833.46	39,680.79	50,000.00
FOOD SERVICE SALARY - 1R	1,499.93	20,168.62	30,000.00
FOOD SERVICE SALARY - SL	448.66	7,150.23	30,000.00
FOOD SERVICES SALARY - NW	10,019.76	131,129.09	125,000.00
FOOD SERVICE INS	861.81	8,618.10	0.00
INS - CED HOLLOW	2,618.77	26,187.70	30,000.00
INS - 1R	854.43	8,544.30	12,000.00
INS - ST LIBORY	0.00	0.00	20,000.00
INS - NWHS	5,123.35	57,015.92	0.00
FOOD SERVICE FICA - NON INSTRUCT STAFF	360.91	3,609.10	4,000.00
FICA - CED HOLLOW	215.86	3,026.48	4,000.00
FICA - 1R	115.07	1,546.19	2,000.00
SOC SEC - ST LIBORY	34.33	546.98	20,000.00
FICA - NWHS	748.37	9,845.61	10,000.00
FOOD SERVICE RET - NON INSTR STAFF	350.96	3,509.61	4,000.00
RET - CED HOLLOW	208.26	2,916.53	0.00
RET - 1R	110.24	1,482.37	2,500.00
RET - ST LIBORY	0.00	0.00	2,500.00
RET - NWHS	699.61	8,890.93	10,000.00
FOOD SERV RET - INCR CONTR	120.70	1,207.01	0.00
RET - ADDL	71.63	1,003.04	800.00
RET - ADDL	37.92	509.84	800.00
RET - ADDL	0.00	0.00	800.00
RET - ADDL	240.60	3,057.75	1,200.00
INSERVICE LUNCH STAFF	0.00	89.00	200.00
REPAIRS / MAINT SERVICES	75.00	4,754.97	5,000.00
TRAVEL	0.00	14.70	0.00

**NORTHWEST PUBLIC SCHOOLS  
LUNCH FUND  
JUNE 2025**

	<b>Monthly Activity</b>	<b>Year to Date Activity</b>	<b>Budget</b>
SUPPLIES - C	0.00	178.83	3,000.00
SUPPLIES - 1R	0.00	62.36	3,000.00
SUPPLIES - SL	0.00	62.36	3,000.00
SUPPLIES - NWHS	1,403.14	74,208.04	100,000.00
FOOD - PROGRAM - CH	2,142.58	62,502.44	75,000.00
FOOD - PROGRAM - 1R	1,111.45	31,877.55	45,000.00
FOOD - PROGRAM - SL	1,040.47	30,672.97	45,000.00
FOOD - PROGRAM - NWHS	2,257.03	77,449.32	130,000.00
PURCH SERV - REP/MAINT - NWHS	0.00	0.00	0.00
SOFTWARE - WEB - NWHS	0.00	4,967.79	6,200.00
MISCELLANEOUS - NWHS	0.00	311.93	10,000.00
TOTAL EXPENDITURE	\$40,379.30	\$674,548.45	\$850,000.00

NORTHWEST PUBLIC SCHOOLS  
ACTIVITY FUND  
JUNE 2025

<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance</u>
ATHLETIC HALL OF FAME	(360.65)	0.00	0.00	(360.65)
BAND	8,719.13	925.82	0.00	7,793.31
CLASS OF 2026	373.12	0.00	15.00	388.12
CLASS OF 2025	3,321.76	537.06	0.00	2,784.70
CONCESSIONS	24,262.87	0.00	0.00	24,262.87
MEDIA	682.84	0.00	0.00	682.84
DRAMA	(905.47)	0.00	0.00	(905.47)
FBLA	2,559.84	498.00	540.00	2,601.84
FCA	941.45	0.00	0.00	941.45
SMALL ENGINES	120.85	0.00	0.00	120.85
FFA	24,769.58	1,134.72	0.00	23,634.86
FCCLA	3,704.42	511.66	229.66	3,422.42
MARKETING CLASS	193.37	0.00	0.00	193.37
FOREIGN LANG CLUB	393.60	0.00	0.00	393.60
CTE FUNDRAISING	(39.25)	0.00	0.00	(39.25)
NAT HONOR SOCIETY	2,815.91	147.02	0.00	2,668.89
YEARBOOK	14,592.49	0.00	0.00	14,592.49
SAGA	1,286.77	0.00	0.00	1,286.77
STUDENT COUNCIL	2,166.87	0.00	0.00	2,166.87
CHEERLEADERS	(10,192.16)	287.50	284.00	(10,195.66)
DANCE TEAM	(495.72)	8,686.75	19,626.62	10,444.15
SPED BUSINESS	2,206.35	0.00	0.00	2,206.35
VOCAL MUSIC	13,505.72	735.14	0.00	12,770.58
CONSTRUCTION HOUSE	9,889.36	0.00	0.00	9,889.36
NOBEL PRIZE	2,078.49	0.00	0.00	2,078.49
SHOW CHOIR	43,025.76	0.00	4,895.00	47,920.76
DONATION	72,907.77	0.00	0.00	72,907.77
TECHNOLOGY	86,624.63	80,000.00	25.00	6,649.63
GENERAL ACTIVITIES	(87,126.33)	646.00	730.93	(87,041.40)
MEMORIALS / GIFTS	18,239.37	0.00	0.00	18,239.37
COMMUNITY/PROMOTION	2,675.23	0.00	7.50	2,682.73
CCC TUITION	94,239.54	0.00	9,480.00	103,719.54
SCHOOL STORE	20,436.60	0.00	0.00	20,436.60
VIDEO DISPLAY SIGN	(77,909.24)	0.00	0.00	(77,909.24)
IND ARTS ST PROJECTS	15,448.99	0.00	200.00	15,648.99
GREENHOUSE	4,895.67	0.00	0.00	4,895.67
RESTITUTION	33,650.00	0.00	0.00	33,650.00
SKILLS USA	(800.00)	0.00	930.00	130.00
SPEECH	1,799.51	0.00	0.00	1,799.51
HS COURTESY COMMITTEE	(18.35)	0.00	0.00	(18.35)
BOWLING	(5,263.47)	0.00	50.00	(5,213.47)
MUSICAL	72,638.70	2,044.36	450.00	71,044.34
BAND TRIP	(891.05)	0.00	0.00	(891.05)
WELLNESS PROGRAM	15,688.61	0.00	0.00	15,688.61
ATHLETIC TRAINERS	(2,578.15)	0.00	0.00	(2,578.15)
COMPUTER LEASE PROGRAM	(31,003.08)	22,742.90	2,853.24	(50,892.74)
ROBOTIKS	(103.00)	0.00	0.00	(103.00)
ESPORTS	5,764.19	30.00	0.00	5,734.19

POST PROM	3,820.51	0.00	0.00	3,820.51
CEDAR HOLLOW DC TRIP	0.54	0.00	0.00	0.54
CEDAR HOLLOW STUDENT COUNCIL	1,966.01	0.00	0.00	1,966.01
CEDAR HOLLOW ACTIVITIES	8,300.78	0.00	0.00	8,300.78
1R ACTIVITIES	4,486.70	0.00	0.00	4,486.70
STRIV	1,147.69	0.00	0.00	1,147.69
ED TRAVEL	112.00	0.00	0.00	112.00
ST LIBORY ACTIVITIES	4,152.18	(120.00)	103.44	4,375.62
SL PTO	2,199.31	0.00	0.00	2,199.31
VIKING CARE FUND	1,264.46	0.00	0.00	1,264.46
WEIGHT ROOM	16,637.73	4,909.89	160.00	11,887.84
CAPITAL CAMPAIGN	4,363.25	0.00	0.00	4,363.25
1R PTO	11,717.63	740.52	571.83	11,548.94
FOOTBALL	(872.50)	2,703.80	0.00	(3,576.30)
FB FUNDRAISING	5,337.88	4,721.50	33,395.00	34,011.38
SOFTBALL	(3,573.55)	0.00	0.00	(3,573.55)
SB FUNDRAISING	6,576.99	648.00	0.00	5,928.99
VOLLEYBALL	(1,796.43)	0.00	0.00	(1,796.43)
VB FUNDRAISING	4,928.00	3,366.15	512.00	2,073.85
GOLF	(7,828.30)	80.00	960.00	(6,948.30)
GOLF - FUNDRAISING	10,329.95	3,555.60	8,520.00	15,294.35
WRESTLING	(2,761.82)	0.00	0.00	(2,761.82)
G WR - FUNDRAISING	(959.90)	0.00	70.00	(889.90)
WR - FUNDRAISING	17,948.21	2,027.34	2,777.34	18,698.21
BOYS BASKETBALL	1,532.94	0.00	0.00	1,532.94
BBB - FUNDRAISING	3,025.95	2,010.00	0.00	1,015.95
BOYS YOUTH BB	980.88	0.00	0.00	980.88
GIRLS BASKETBALL	4,364.29	0.00	0.00	4,364.29
GBB - FUNDRAISING	9,664.12	0.00	0.00	9,664.12
GBB - VALOR	7,528.21	0.00	0.00	7,528.21
SOCCER	(3,980.85)	0.00	275.00	(3,705.85)
B SOCCER - FUNDRAISING	964.54	1,801.25	0.00	(836.71)
G SOCCER - FUNDRAISING	(178.35)	397.00	0.00	(575.35)
TRACK	(9,453.89)	6,086.00	120.00	(15,419.89)
TRACK - FUNDRAISING	4,200.59	340.76	0.00	3,859.83
CROSS COUNTRY	289.00	0.00	0.00	289.00
CC - FUNDRAISING	909.49	0.00	0.00	909.49
MIDDLE SCHOOL ATHLETICS	(1,686.63)	3,153.43	0.00	(4,840.06)
ATHLETICS	(9,753.10)	2,128.18	220.00	(11,661.28)
SUMMER CAMPS	20,213.00	715.00	10,640.00	30,138.00
	<u>505,050.95</u>	<u>158,191.35</u>	<u>98,641.56</u>	<u>445,501.16</u>

Community RelationsPersonnel - All Employees and StudentsAnti-discrimination**A. Elimination of Discrimination.**

The policy of [Name] Public Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

[Name] Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

**B. Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** [Name] Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical

condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment is a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment is a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of suspected discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, the complaint should be reported to the Superintendent of [Name] Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be sent to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;  
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.  
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

## Business Operations

### Procurement Plan – School Food Authorities

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

### **Procurement Policy**

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

- When the annual total for food service program related items is less than \$250,000 (~~small-purchasesimplified acquisition~~ –threshold) per procurement event or in aggregate purchases this organization will follow the informal ~~Small Purchasesimplified acquisition threshold p~~Procedures.
- When the annual total for food service program related items is greater than \$250,000 (~~small-purchasesimplified acquisition~~ –threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$10,000 made with a vendor [2 CFR 200.320(a)].

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

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

### Small PurchaseSimplified Acquisition Threshold Procedures

For purchases made below the ~~small-purchasesimplified acquisition~~ –threshold, ~~Small-Purchasesimplified acquisition threshold p~~Procedures will be utilized to purchase necessary goods and services. When ~~Small Purchasesimplified acquisition threshold p~~Procedures are used, this organization will take the following steps:

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

### Formal Competitive Solicitation Procedures

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

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

(Note: If the ~~small-purchases~~simplified acquisition -threshold established in the sponsor’s procurement policy statement is less than \$250,000, the smaller bid threshold will govern.)

### Procurement Summary

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

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)(6)]

- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]
- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
- G. General Requirements:
1. Small, minority, veteran-owned, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
  3. A cost or price analysis in connection with every procurement action in excess of the Small Purchasesimplified acquisition -T threshold including contract modifications. [2 CFR 200.323(a)]
  4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
  2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
  3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
  4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
  5. Place and confirm orders with vendors or make plans to purchase the required items.
  6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  7. To work with vendors on a fair and equal basis.
  8. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

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

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

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

Legal Reference: 2 C.F.R. § 200.303.

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

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

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

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for ~~small purchases~~ simplified acquisition thresholds (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

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

Cross-Reference: Policies 3130 & 3131.

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

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

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

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

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

Legal Reference: 2 C.F.R. § 200.302.

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

Legal Reference: 2 C.F.R. § 200.307.

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

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

Legal Reference: 2 C.F.R. § 200.306.

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

- 1) Is reasonable for the services rendered; and

- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

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

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

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

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

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

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

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

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

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

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

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

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

Date of Adoption: [Insert Date]

Business OperationsSafe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit, including the successful completion of a physical assessment and a Medical Examiner's Certificate.

One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. Sections 79-318, 79-602, 79-607 and 79-608  
Neb. Rev. Stat. Sec. 60-4,182 (point system)  
Title 92, Nebraska Administrative Code, Chapter s 91 & 92

Date of Adoption: [Insert Date]



Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

[Name] Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

[Name] Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated and approved youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (\_\_\_\_) \_\_\_\_ - \_\_\_\_ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (\_\_\_\_) \_\_\_\_ - \_\_\_\_ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> 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).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

The [Name] Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition,

sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Social media comments, including cyberbullying or cyber-harassment,
- h. Visual displays, such as cartoons, posters, or electronic images,
- i. Threats or intimidating or hostile conduct,
- j. Physical acts of aggression, assault, or violence, or
- k. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,

- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will ~~not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline~~ be determined by the investigator and in compliance with any legal requirements. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District ~~will~~ may, when appropriate or when legally required, send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one ~~(1) working dayweek~~ after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board ~~at a Board meeting or a Committee of the Board of Education~~ to present his or her appeal. ~~The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party.~~ The Board ~~or Committee of the Board of Education may, in its discretion, will~~ issue a written determination about the appeal ~~within thirty (30) days after the party addresses the Board.~~ ~~The Board or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote.~~ The party who filed the appeal will be sent the Board's determination. ~~at the time it is issued, and a copy will be sent to the designated compliance coordinator.~~ The Board's ~~or Committee's~~ determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

**5. Training:**

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;  
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)

Uniform Service Employment and Reemployment Rights Act (USERRA),  
38 U.S.C. Sec. 4301 et seq.  
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the [Name] Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

**Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

### **Section 2      Alcohol and Drug Testing**

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference:      41 U.S.C. §§701 to 707  
                                 49 U.S.C. §31306 and 49 CFR Part 382

Date of Adoption:    [Insert Date]

## 4009 - APPENDIX 1

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:  
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOL'S COMPLIANCE POLICIES  
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

**(A) The persons designated by [Name] Public Schools to answer employee questions about these materials are:**

Superintendent of Schools  
Secondary Principal

**(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:**

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

**(C) The term "safety-sensitive functions" means:**

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**(D) Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

1. **Alcohol concentration.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**  
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**  
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**  
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**  
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**  
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**  
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

**(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**  
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

**2. Post-accident testing.**

- (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
- (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
  - (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such can not reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

**3. Random testing.**

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

**4. Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

- (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
- (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

**(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

**(H) A "refusal to submit" to an alcohol or controlled substance test includes:**

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the

testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

**The consequences for refusing to submit to an alcohol or controlled substances test are as follows:** A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

**(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:**

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

**(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include:** Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

**(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected:** Information will be made available by the counselor to employees ~~upon request~~.

(L) The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:

(i) A verified positive, adulterated, or substituted drug test result;

(ii) An alcohol confirmation test with a concentration of 0.04 or higher;

- (iii) A refusal to submit to any test required by law;
- (iv) An employer's report of actual knowledge of:
  - (A) On duty alcohol use; pursuant to § 382.205;
  - (B) Pre-duty alcohol use pursuant to § 382.207;
  - (C) Alcohol use following an accident pursuant to § 382.209; and
  - (D) Controlled substance use pursuant to § 382.213;
- (v) A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
- (vi) A negative return-to-duty test; and
- (vii) An employer's report of completion of follow-up testing.

Legal Reference: 49 CFR §382.601(b)(12).

Date of Adoption: [Insert Date]

StudentsAdmission RequirementsMinimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
  1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
  2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
  3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
  4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by

reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Parents must fill out the early entrance application forms, which include a parent questionnaire.

The assessment request and parent questionnaire must be completed and returned to the District no later than July 1st before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, within 30 days of enrollment. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but may result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes that an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district, in its sole and absolute discretion upon a proper application, approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that the military family will be stationed in the State of Nebraska during the current or following school year, and the parent resides in or is stationed on federally owned property within the boundaries of the District, the District will enroll preliminarily the parent's students, including any such student that has an Individualized Education Plan, a 504 Plan, or otherwise receives special education services.

Legal Reference:     Neb. Rev. Stat. Sections 43-2001 to 43-2012  
                          Neb. Rev. Stat. Sec. 79-214  
                          Neb. Rev. Stat. Sections 79-217 to 79-223  
                          Neb. Rev. Stat. Sec. 79-266.01  
                          173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption:    [Insert Date]

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

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

Exceptions are permitted only for:

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

Part-Time Enrollment of Non-Public School Students

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

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

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

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

A. Non-Public School Student Enrollment Application Procedures.

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

B. Non-Public School Student Admission

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

C. Non-Public School Student Enrollment Standards

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

D. Non-Public School Student Policies

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

the high school campus.

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

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

Date of Adoption: [Insert Date]

StudentsExtracurricular Activity Discipline**Section 1 Extracurricular Activity Philosophy**

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

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

Safety

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

Warning for Participants and Parents

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

**Section 2 Extracurricular Activity Code of Conduct**

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

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

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

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

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school

shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is

not a violation. The term “under the influence” has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. ~~Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

This Code of Conduct, and all school, coach, and sponsor level codes of conduct for extracurricular activities, are to be interpreted in accordance with free speech rights. Using social media sites, even while not on school grounds or at a school activity, to engage in conduct or speech that constitutes bullying, harassment, threats, advocates or depicts illegal activity (e.g., illegal drug use, alcohol use, or sexual activity), or causes a substantial disruption to school activities (or is reasonably forecast to create a substantial disruption) may result in discipline, including suspension or removal from the team or the activity, subject to free speech rights. These activities are to be reported to school administration. Consequences will be determined by coaches, sponsors and/or administration.

### **Drug and Alcohol Violations.**

#### **Meaning of Terms.**

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

**Drugs and Alcohol.**

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).  
The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 60 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable

- basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
  3. When a student admits to violating one of the standards of the Code of Conduct.
  4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
  5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will notify the student and the student's parents or guardian. The student and parents or guardian will be informed of the opportunity to request an informal hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent by sending a written request to the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. The request for a hearing must be received by the Superintendent within five days of the Principal notifying the student of the discipline.
  - b. If a hearing is requested:

- i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session).
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
  6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined by the Activities Director and the attendance policy are ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity, unless otherwise excused. An exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### **Section 4 Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled on a full-time basis.

2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student's grade requirements.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: [Insert Date]

StudentsPromotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 [& 79-2,161](#)

Date of Adoption: [Insert Date]



## Notification of Rights Under FERPA

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

- 1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

### **Notice Concerning Directory Information**

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

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

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

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

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.~~The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.~~

~~The District may disclose information about former students without meeting the conditions in this section.~~

### OPTIONAL

~~In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in Sec. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, Sec. 99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —~~

~~To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in Sec. 99.31(a)(1)(i)(B)(1) — (a)(1)(i)(B)(2) are met. (Sec. 99.31(a)(1))~~

~~To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of Sec. 99.34. (Sec. 99.31(a)(2))~~

~~To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska~~

~~Department of Education. Disclosures under this provision may be made, subject to the requirements of Sec. 99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (Sections 99.31(a)(3) and 99.35)~~

~~In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (Sec. 99.31(a)(4))~~

~~To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to Sec. 99.38. (Sec. 99.31(a)(5))~~

~~To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (Sec. 99.31(a)(6))~~

~~To accrediting organizations to carry out their accrediting functions. (Sec. 99.31(a)(7))~~

~~To parents of an eligible student if the student is a dependent for IRS tax purposes. (Sec. 99.31(a)(8))~~

~~To comply with a judicial order or lawfully issued subpoena. (Sec. 99.31(a)(9))~~

~~To appropriate officials in connection with a health or safety emergency, subject to Sec. 99.36. (Sec. 99.31(a)(10))~~

~~Information the District has designated as "directory information" under Sec. 99.37. (Sec. 99.31(a)(11))~~

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

~~presumed to have been given in the absence of such a notification from the parent or eligible student.~~

**Notice Concerning Designation of Law Enforcement Unit:**

The District designates the [Name] 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.



StudentsAssociation Activities

The [Name] Public School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and private schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities.

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities Association and rules of [Name] Public Schools. The Superintendent or designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either: (1) boys; (2) girls; or (3) mixed.

Students who represent [Name] Public Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Legal Reference:     LB 89 (2025)

Date of Adoption:     [Insert Date]

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The [Name] Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] ( ) - ( ) ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] ( ) - ( ) ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat 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).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.****1. Purpose:**

The [Name] Public School District is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will be determined by the investigator and in compliance with any legal requirements ~~not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline~~. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the

suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District ~~may, when appropriate or when legally required, will~~ send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) ~~working day-week~~ after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after

receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board or a Committee of the Board of Education at a Board meeting to present his or her appeal. ~~The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party.~~ The Board or Committee of the Board of Education may, in its discretion, will issue a written determination about the appeal ~~within thirty (30) days after the party addresses the Board.~~ The Board or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote. The party who filed the appeal will be sent the Board's determination ~~at the time it is issued, and a copy will be sent to the designated compliance coordinator.~~ The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

**5. Training:**

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

**6. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.

- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

**7. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;;  
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.  
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

StudentsIdentification of Learners with High Ability

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

~~Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet two of the following criteria to be identified as a learner with high ability.~~

- ~~1) — Composite total test score of the 95<sup>th</sup> percentile or above on the NRT **OR**, 95<sup>th</sup> percentile or above in math, reading, language arts, science, or social studies; **PLUS** a composite total of 80% or above on the same test.~~
- ~~2) — A score of above average or higher on a cognitive screening test.~~
- ~~3) — Teacher nomination.~~

~~A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.~~

~~Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified. The Superintendent or designee shall develop and implement such criteria to identify high ability learners, and shall take steps to offer accelerated or differentiated curriculum programs that will address the educational needs of the identified students at levels appropriate for the abilities of those students. The accelerated or differentiated curriculum programs shall meet the standards of quality established by the Nebraska Department of Education.~~

~~The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.~~

StudentsFoster Care Student Transportation

In accordance with federal and state law, the District's written transportation procedures for foster care children are as follows:

**Students to be Transported**

DHHS will contact the District to inform the District of a foster care student living in the District and/or to be educated by the District. The District will communicate with DHHS on any further matters concerning said foster care student(s).

**School of Origin**

The District will work to develop a transportation plan for each foster care student needing transportation to the student's school of origin, as defined and required by federal law. Each student's situation will be different, so there is no single transportation plan for every foster care student. Transportation options may include: (1) the foster care family; (2) a bus or school vehicle; (3) transportation to a pickup location; or (4) some other form of transportation in accordance with state and federal law. Foster care students on an IEP may require other considerations and/or different transportation obligations.

When required by law, the District will coordinate the foster care student's transportation to the school of origin while any disputes regarding transportation until the disputes are resolved.

**Costs**

If the student can be transported by the District without the District incurring any additional costs, then the District will normally transport the student. However, if the District will need to incur additional costs to transport the student, then DHHS will cover any such additional costs associated with the foster care student's transportation. If the District and DHHS are unable to agree on a transportation plan, the District and DHHS will work together to resolve any differences.

**Oversight, Implementation, and Administration**

The District's Homeless Liaison is responsible for overseeing these procedures, updating them as needed, and otherwise ensuring that the District complies with the transportation requirements for foster care students.

Legal Reference: 20 U.S.C. § 6312.

Date of Adoption: [Insert Date]

InstructionElectronic Communication Devices and Cell Phones

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy.

Legal Reference: LB 140 (2025)

Date of Adoption: [Insert Date]

Instruction

Behavioral Intervention and Classroom Management

1. Purpose

The District is committed to creating a learning environment where every individual is valued, respected, and supported. This Policy emphasizes the shared responsibility of individuals for their actions and their ability to learn, grow, and thrive. This Policy further provides a framework for encouraging positive behavior, addressing challenges in a caring and constructive way, and ensuring safe and supportive school and classroom environments.

2. General Principles

As part of the District’s commitment to all students, the Board hereby implements a tiered-system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

This Policy does not replace or alter the Student Discipline Act when behaviors warrant student disciplinary action under that Student Discipline Act.

3. Standards

<b>Tier 1: Universal Supports</b>			
	<b>District Level</b>	<b>School Level</b>	<b>Classroom Level</b>
<b>Sound Infrastructure &amp; Shared Leadership</b>	Develop and maintain a district-wide behavior framework, ensuring alignment with the district's vision and goals. Establish a leadership team to oversee implementation and sustainability.	Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.	Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.
<b>Layered Continuum of Support</b>	Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.	Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.	Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.
<b>Data-Based Decision-Making</b>	Implement a district-wide behavior data system for tracking student behavioral incidents, attendance,	Use behavioral data to assess school culture, climate and adjust universal supports.	Collect and reflect on classroom behavior data to identify patterns or unanticipated signs of distress and adjust

	and other indicators of behavior. Analyze district trends to guide support for schools.		teaching practices as needed.
<b>Communication and Collaboration</b>	Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.
<b>Tier 2: Targeted Supports</b>			
	<b>District Level</b>	<b>School Level</b>	<b>Classroom Level</b>
<b>Sound Infrastructure &amp; Shared leadership</b>	Provide a menu of evidence-based Tier 2 intervention and training for implementation.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.
<b>Layered Continuum of Support</b>	Allocate resources to support targeted interventions, such as additional staff or training for small group supports.	Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.	Provide additional supports like daily progress monitoring and structured break.
<b>Data-Based Decision-Making</b>	Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.	Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.	Document daily data on student progress to evaluate the impact of interventions.
<b>Communication and Collaboration</b>	Facilitate communication between schools, families, and community partners about available Tier 2 supports.	Engage families in the intervention process by providing regular updates and involving them in problem solving and goal setting.	Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home.
<b>Tier 3: Intensive, Individualized Supports</b>			
	<b>District Level</b>	<b>School Level</b>	<b>Classroom Level</b>
<b>Sound Infrastructure &amp; Shared leadership</b>	Ensure access to specialized staff to design and oversee intensive interventions.	Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior	Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.

		Intervention Plans (BIPs).	
<b>Layered Continuum of Support</b>	Coordinate external services and resources for students requiring wraparound support beyond the school.	Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.	Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.
<b>Data-Based Decision-Making</b>	Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.	Use detailed, frequent data collection to refine and adjust BIPs based on student progress.	Implement daily monitoring and adjust individualized strategies as data indicates.
<b>Communication and Collaboration</b>	Partner with community agencies to align supports for students with complex needs.	Conduct regular meetings with families to review and revise plans based on student progress.	Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.

4. Addressing Dysregulated Behavioral and Classroom Removal

This Policy outlines a structured approach for managing dysregulated behavior that disrupts the learning environment or poses safety concerns. The aim is to ensure the safety and well-being of all students and staff, while supporting the student in developing self-regulation skills and reintegrating into the classroom.

A. Criteria for Removal

- i. *Safety Concerns*: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.
- ii. *Disruption to Learning*: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.
- iii. *Attempted Interventions*: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.

B. Procedure for Removal

- i. *Behavior Documentation*: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior must be included.
- ii. *Safe Transition*: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.

iii. *Notification*: Parents or guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.

C. Post-Removal Actions

i. *Restorative Meeting*: A meeting involving the student, parents or guardians, teacher or other designated staff member, and administrator may be scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.

ii. *Behavior Support Plan (if needed)*: For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.

D. Transition Back to the Classroom

i. *Reintegration Plan*: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.

ii. *Ongoing Support and Monitoring*: Follow-up meetings with the student, teacher or other designated staff member, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.

iii. *Focus on Positive Growth*: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

5. Communication and Collaboration

Families are partners in addressing the student's behavior and supporting reintegration. School staff will provide clear and transparent communication about any incident, the student's plan for return, and available resources. Collaboration will also occur between general education, special education, school psychologist, behavior specialists, school counselors, and/or social workers to ensure all supports align with the student's needs and strengths.

6. Required Training

The District will ensure that school employees are trained in behavioral awareness and intervention as required by this Policy and state law. The Superintendent is hereby delegated the authority and responsibility to develop or contract for such training and to ensure that the appropriate staff receive said training as required by state law.

7. Monitoring and Feedback

Parents, guardians, students, advocates and community members are encouraged to provide feedback on this Policy and the District's actions under this Policy. The Superintendent or designee is also directed to provide any feedback to the Board of Education as the Superintendent deems appropriate.

Legal Reference: Neb. Rev. Stat. § 79-262.01

Date of Adoption: [Insert Date]



1R Cedar Hollow St. Libory  
Lockwood Preschool Northwest High School

# **K-8 STUDENT HANDBOOK**

*Cedar Hollow*

*St. Libory*

*1- R*

## **2025 - 2026 SCHOOL Year**

## **NORTHWEST PUBLIC SCHOOLS MISSION STATEMENT**

**At Northwest Public Schools our mission is to connect students, educators, and the community to inspire a passion for knowledge, creativity, and social responsibility. We strive to empower all learners to grow academically, socially, and emotionally, preparing them to thrive in an ever-changing world.**

We will:

- Establish a learning community where every individual is valued, respected, involved, and supported by modeling compassion, integrity, flexibility, and kindness.
- Empower students to take ownership of their learning by utilizing evidence-based instructional strategies that promote autonomy, self-regulation, and engagement.
- Provide every student rigorous, standards-based curricula, and create meaningful learning experiences that develop critical thinking and problem-solving skills for future success.

## 2025 / 2026 Northwest School Board

### School Board

Dan Leiser	President
Zach Mader	Vice-President
Robin Schutt	Secretary
Artie Moeller	Treasurer
Aaron Buhrman	Member
Paul Mader	Member

### 2025 / 2026 Northwest District Staff

#### District Office

Dr. Jeff Edwards	Superintendent	385-6398	jedwards@ginorthwest.org
Natalie Nielsen	Business Manager		nnielsen@ginorthwest.org
Nicole Renz	District Office Secretary		nrenz@ginorthwest.org
Chelsie Van Buskirk	District Office Secretary		cvanbuskirk@ginorthwest.org
Jeanette Ramsey	Director of Teaching and Learning		jramsey@ginorthwest.org
Tara Retzlaff	Director of Special Services		tretzlaff@ginorthwest.org

#### Principals

PJ Smith	Principal, High School	385-6389	psmith@ginorthwest.org
Marty Moser	Asst Principal, 9th Academy		mmoser@ginorthwest.org
William Bombeck	Dean of Students, High School		bbombeck@ginorthwest.org
Mike Herzberg	Principal, St. Libory		mherzberg@ginorthwest.org
Steve Retzlaff	Principal, 1-R		sretzlaff@ginorthwest.org
Jaimi Stelk	Principal, Cedar Hollow		jstelk@ginorthwest.org

#### K-8 Building Secretaries

Leslie Neeman	Secretary, Cedar Hollow		lneeman@ginorthwest.org
Becky Bachle	Secretary, 1R		bbachle@ginorthwest.org
Cristina Johnng	Secretary, St. Libory		cjohnng@ginorthwest.org

#### Activity Office

Cindy Wells	Activities Director	385-6387	cwells@ginorthwest.org
Ann Beckmann	Activities Director's Secretary		abeckmann@ginorthwest.org

#### Counseling and Guidance

Heather Evans	Guidance Counselor (K-8)		hevans@ginorthwest.org
Laura Erickson	Guidance Counselor (K-8)		lerickson@ginorthwest.org

#### Support Services

Heather Callihan	Technology Integrationist		hcallihan@ginorthwest.org
Brian Gibson	Technology Coordinator		bgibson@ginorthwest.org
Brad Durand	Technology Support		bdurand@ginorthwest.org
Katrina Rother	Library & Media		krother@ginorthwest.org
Brooke Bowen	School Nurse		bbowen@ginorthwest.org
Melanie O'Boyle	School Nurse		moboyale@ginorthwest.org
Chad Pieper	Head of Maintenance		cpieper@ginorthwest.org
Arlene Galvan	Food Service Manager		agalvan@ginorthwest.org

## Student Policies

### ATTENDANCE

Every person residing in a school district within the state of Nebraska who has legal or actual charge or control of any child seven or more years of age and under sixteen years of age, shall cause each child to attend school regularly. This includes public, private, denominational, or parochial schools each day that such schools are open and in session except when excused by school authorities, or unless such child has graduated from high school.

### ABSENCE / TARDINESS

If your child will not be attending or will be arriving late to school **please call your child's school immediately**. Parents will be contacted each time an absence of a child has not been reported. Attendance will be taken on a half-day basis.

All schoolwork associated with the loss of instructional time will be made up by the student. If a student knows in advance that he/she is going to be absent from school, we recommend and in some cases may require that all school work be completed in advance of being absent from school.

Students will be allowed two days of school time for each day that they were absent to make up work. Homework assigned prior to an absence is expected to be completed on time or when a student returns to school. Students who miss five consecutive days of school due to illness must secure a doctor's written authorization before returning to school. If a student has excessive absences, school officials will make the final determination as to student retention or promotion. Serious illnesses that result in extended periods of absence should be reported to school. Students who are infected with a contagious disease or health problems (chickenpox, pink eye, strep throat, etc.) may be required to furnish a doctor's written authorization to return to school.

Repeated tardiness may result in students making time up after school or may receive other disciplinary action. *Support agencies may be contacted if excessive tardiness occurs. Eight tardies will equate to a half day absence, and sixteen tardies will result in a full-day absence.*

If you want your child to stay in the building for recess because of illness or not participate in P.E. class, we will certainly honor your written or telephone request for this accommodation.

**At 20 or more absences, or the hourly equivalent, during any school year, Northwest Public Schools shall file a report with the county attorney, as required by law, indicating the number of days the student has been absent. A letter will also be sent home informing the student and his/her parents/guardians of the report being filed with the county attorney. When reporting excessive absences, the attendance officer shall provide the county attorney all pertinent information regarding the student's absences including, but not limited to, the student's number of absences due to documented illnesses or medical conditions which make attendance impossible or impractical and excused and unexcused absence totals.**

The school day will be divided into two sessions:

AM session: 8 - 11:30; PM session: 11:30 to 3:15.

Wednesday AM session: 8-11; Wednesday PM session: 11-2

If a student isn't at school for 2 hours during an AM or PM session, they are considered absent. Otherwise it is considered tardy.

### Attendance Coding for PowerSchool

A	Absent
V	Verified absence (parent contact)
U	Unverified absence
VT	Verified tardy (parent contact)
T	Tardy
ED	Early Departure
ILL	Ill (no doctor's note but called in sick)
D	Doctor (requires note from doctor)
N	Nurse
SA	School activity

F	Funeral
AA	Administrative approval
W	Weather-related absence
ISS	In-school suspension
OSS	Out-of-school suspension
EXP	Expulsion
C	Court (requires court documentation)

### **ACCIDENTS**

If a student is involved in an at school accident they should report it as soon as possible to their teacher, the school nurse or principal.

### **ACTIVITIES**

After school activities are provided for students. Only students who are participating are allowed to remain after school for these activities. Brothers and sisters are asked to go home at the regular time. Students who do remain for these activities will follow the same rules of proper conduct as if schools were in session. In order for a student to participate in a school-sponsored activity, the student must be present in school for at least a half a day or have administrative approval.

### **AI - ARTIFICIAL INTELLIGENCE**

Responsible Use Guidance for using AI Tools

- AI Output Review: Always review and critically assess outputs from AI tools before submission or dissemination. Students should never rely solely on AI-generated content without review.
- Bias and Misinformation: Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering use in academic work.
- Safety & Respect: Students may not use AI tools to create or propagate harmful, misleading, or inappropriate content.
- Transparency: Any use of AI to aid assignments, projects, or research must be declared.

Usage: AI tools will be used for educational purposes only and at the discretion of the teacher. Misuse or malicious use of AI technologies will lead to disciplinary action. Strictly using AI and not properly sourcing information is considered plagiarism.

### **AMERICANS WITH DISABILITIES ACT**

The Northwest Public Schools are in full compliance with A.D.A. standards. We will not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. Individuals who need auxiliary aids for effective communication/participation in programs and or to access services of the Northwest System are invited to make their needs and preferences known. Questions, concerns, complaints or requests regarding the American with Disabilities Act should be directed to the Principal or Superintendent of Schools.

### **ARRIVAL TIMES**

Parents are encouraged not to send their child/children to school too early in the morning. The school does not provide playground supervision before school starts in the morning. Students are encouraged to enter the school between 7:45 a.m. and 7:55 a.m. School starts at 8:00 a.m. Students entering the building or classrooms after 8:00 a.m. will be considered tardy. Students will be allowed early entry to the school under certain circumstances.

### **ASBESTOS NOTICE**

The Northwest Schools attendance centers have been inspected for the presence of asbestos. Licensed accredited inspectors perform the inspections. Complete asbestos inspection reports and management plans may be reviewed in the school office.

### **ATHLETICS**

Seventh and eighth grade students are eligible to participate in athletics. At the Middle School level we offer volleyball, cross country, and football in the fall. In the winter we offer wrestling, girls and boys basketball, and cheerleading for 8th graders. Soccer and track are offered in the spring. Practice and game locations are determined yearly. Students who participate in athletic programs need a physical examination that is on file prior to practicing.

## **BAND**

Students in 5th through 8th grade may participate in Band. Our band instructor will visit with each of these grade levels at the beginning of the school year.

## **BULLYING**

The district defines bullying as any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive to the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing. Bullying by a student may result in disciplinary action up to and including suspension and/or expulsion. Students who are the victim of bullying or harassment, or who observe such occurrences, are asked to promptly report such actions to teachers, counselors and or administrators.

## **CHANGE OF ADDRESS, PHONE NUMBER OR EMPLOYMENT**

If your address, phone number or place of employment changes at any time during the school year, please notify the office immediately. It is important to keep student records up to date so we can make sure parents receive information mailed from school, and in case of an emergency, we are able to notify you without delay.

## **CHEATING ON TESTS / COPYING / AI**

Students who cheat on tests, copy homework, plagiarize, text message, photograph and or scan test material, homework, research papers, etc. will receive zeros on said tests, quizzes, homework, etc. This includes students who give test answers, test material, homework, etc. to other students as well as the student receiving the material. A student may be given an alternative assignment / test, but the highest grade he / she can receive is a 50%. The administration, in conjunction with teachers, can treat certain issues differently on a case by case basis if deemed necessary by the administration.

## **CHILD ABUSE / NEGLECT / EXCESSIVE ABSENTEEISM**

All adults are bound by State Law to report suspected cases of child abuse, child neglect and or excessive absenteeism to the appropriate authorities.

## **CLASS PARTIES**

Class parties, and other enrichment activities are *privileges that students earn* by being responsible for their school work and citizenship. Parties are scheduled three times a year - a "Fall" party in October, a "Winter Holiday" party in December, and a "Valentines Day" party in February. Students who are behind in their studies or are being disciplined because of inappropriate behavior may be excluded from enrichment activities.

## **CLASSROOM TREATS**

If you wish to provide treats the following suggestions may help: individual packaged items, bakery items from a local grocery store, pre-packaged crackers, non-food items, etc. Please be aware and considerate of student food allergies such as those towards peanuts and tree nuts. We ask you to pre-arrange treats with the classroom teacher so alternative treats may be offered to those unable to participate. Treats will only be distributed to those students and staff in their assigned classroom.

## **CURRICULAR RESOURCES**

**ELA** – K-5 CKLA Amplify, 6-8 StudySync2021

**Mathematics** - K-5 Eureka Math Squared, 6-8 Reveal Math

**Social Studies** - K-3, 5 Studies Weekly, G4 - Nebraska Adventures, 6-8 TCI - History Alive

**Science** - K-2 PhD Science/Mystery Science, G3-5 PhD Science, 6-7 Open SciED and other OER, G8-Amplify Science

**Guidance** - K-8 Character Strong, Ready to Stand Curriculum(Set Me Free Project)

## **DESTRUCTION OR LOSS OF SCHOOL PROPERTY**

Students who lose, deface or destroy school property will be required to make financial restitution and or be subject to disciplinary action (i.e., loss of library privileges, loss of extracurricular eligibility). Students will be charged for damaged or lost chromebooks, chargers, ipads, textbooks, and library books, etc. Locker decorations require administrative approval.

### **DRESS CODE - HYGIENE**

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. Clothing should be of a size or design that keeps a student's shoulders, midriff, back and undergarments covered at all times. (i.e. walking, sitting, raising arms or hands, etc.) Any headcovers are unacceptable during school hours. The administration may, by regulation, establish specific attire that is and is not permitted. A student with any attire or grooming that negatively affects the learning environment may be removed from the classroom for any length of time. Final decisions regarding student attire and grooming will be made by the school administration.

### **DRUG FREE SCHOOL AND CAMPUS POLICY**

It shall be the policy of Northwest Public Schools, in addition to the standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, being under the influence of, use, or distribution of illicit drugs and alcohol by any student of the district during regular school hours, and/or after school hours at school sponsored activities on school premises, or at school sponsored activities off school premises.

**Conduct prohibited at places and activities as herein above described shall include, but not be limited to the following:**

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.
9. Possession, use or distribution of substances referred to as "look alikes" may result in the full application of disciplinary sanctions stated within this policy.
10. Being under the influence of alcohol, drugs, controlled substances, prescription medications, and/or over the counter medications.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion and referral to appropriate authorities for criminal prosecution.

It shall be the policy of Northwest Public Schools to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs. Information concerning such resources shall be presented to all students of the district.

In the event of disciplinary proceedings against any student for any district policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parent, parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parents or guardian. Northwest Public Schools, shall not be responsible for any expenses incurred or services rendered in drug and alcohol counseling, rehabilitation, and re-entry programs.

Board Policy relative to Drug and Alcohol Education and Prevention Program of the District Pursuant to P. L. 101-226 and 34 C.F.R., Part .86. It shall be the policy of Northwest Public Schools to provide age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the school. It shall be the policy of the district to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the district and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the district to encourage the use of outside resource personnel such as a law enforcement officer, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district through the instruction earlier herein referred to as well as by information and consistent enforcement of the board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, drug and alcohol abuse is wrong and is harmful to both the student and district, and its educational programs.

### **TOBACCO / ALCOHOL AND OTHER DRUGS**

As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in the District's policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced. Any Northwest Public School student who is found to be in violation of school policy, relating to the possession (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on Northwest Public Schools property or at other community sites), or when being transported in vehicles dispatched by the school district may face notification of legal authorities. School administrators will file reports with the police for any student who violates the school's No Tobacco Policy.

### **ELECTRONIC DEVICES**

Cell phones and other electronic communication devices (i.e. AppleWatches, other wearable technology) use during the hours of 7:55-3:15 is prohibited at school unless used for educational purposes. Students may use the office phone and messages may be relayed through the secretary.

1. If a student has a cell phone, it may be used for the sole purpose of making phone calls prior to entering the building in the morning and leaving the building at the end of the school day.
2. All electronic devices are to be turned off and out of sight during school hours.
3. Electronic device usage during school functions such as field trips sponsored by the Northwest School District is also prohibited without consent of the sponsor who will have the authority to give permission for such usage as an emergency situation warrants.
4. All electronic devices are subject to search by the administration upon the improper usage of such devices as described above.
  - First Offense will result in the student being relieved of the device.
  - Second Offense will result in a parent contact to pick the device up after school and a 30-minute detention for the student.
  - Third Offense will result in a parent contact to pick up the device up after school and the student will serve a one-hour detention.
  - Further improper usage could result in suspension or expulsion.

### **CHROMEBOOKS**

There are two things that need to be done before a chromebook is given out to your child.

1. The **(user loan agreement)** was part of the student registration process.
2. There is a \$25.00 fee which must be paid by all 6-8 students each year. If damage occurs there will be a \$25.00 repair cost, including lost or damaged chargers per incident.

Intentional destruction of the chromebook may be subject to full replacement cost. If you qualify for free / reduced lunches, you may fill out the waiver information and then this fee will be waived. The paperwork and fee can be taken care of any time before school starts, so feel free to stop by your child's school and take care of these two things. If you would like to make an on-line payment to Northwest you can use the following website:

<https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55789>

## Social Media Policy

- Social networking sites and resources such as, but not limited to, Facebook, YouTube, Twitter, Instagram, etc. can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided certain guidelines are followed:
  - Follow the handbook etiquette guidelines and the school's code of conduct and Responsible Use Agreement when posting online. What is inappropriate in the classroom is also inappropriate digitally.
  - Be aware of intellectual property and guidelines and permissions when using pictures or other online content. It is a violation of copyright law to copy words or images without proper attribution or permission
  - If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately (during school hours).
  - All student online activity must be in compliance with the district's Responsible Use Agreement.
  - Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used.
  
- Northwest Public Schools strives to teach and model positive online activity and responsible digital citizenship.  
This includes:
  - Stressing the importance to staff and students of building a positive online presence.
  - Integrating digital citizenship instruction and modeling across the curriculum.
  - Using social media to promote learning. Consequences for Violation. Violations of these rules may result in disciplinary action, as noted in the Code of Conduct section within the Activities Handbook.

## EMERGENCY DRILLS

To ensure the safety of our students and staff, periodic drills will be conducted for the purpose of educating everyone in the event of an unsafe situation. **Fire Drills:** Students will be escorted to predetermined locations outside of the building. **Tornado Drills:** Students will be escorted to areas pre-determined to be the safest locations within the building. **Lockdown Drills:** Student and staff safety is always our priority. We will follow our protocols during these drills.

## EXTRACURRICULAR ACTIVITIES (PARTICIPATION / ELIGIBILITY)

Participation in extracurricular activities affords students opportunities for personal growth and development that may not be experienced in a regular classroom setting. *Students must demonstrate their ability to keep up with their regular school work before taking on extra activities which could pose a time management problem.* Students are required to meet all regular classroom responsibilities when participating in extracurricular activities.

Guidelines for extracurricular activities have been established to promote responsible academic achievement and appropriate school citizenship: **Extracurricular activities include, but are not limited to participation in: cross country, volleyball, football, basketball, wrestling, soccer, track, and non-required clinics.**

1. Students who participate in extracurricular activities are ambassadors of both their school and community. Participants should dress appropriately and grooming should be neat and clean.
2. Students should abide by school policies as stated in this handbook when attending "home" and "away" school functions. Student's citizenship should serve as an appropriate model for younger students.
3. Each participant should be familiar with the rules appropriate for the activity. Additional guidelines set down by coaches, sponsors, activity director, Ina etc. are to be followed by all participants.
4. Depending on the activity - proof of physical examination, insurance waiver, parent permission slips, deposit fee, etc. may be required before a student is allowed to participate.
5. Students must attend school at least half the day of a scheduled extracurricular activity to be able to participate in that day's practice, scrimmage, game, tournament, and/or contest involving other schools. The principal may make exceptions to this rule.
6. Students may become ineligible to participate in extracurricular activities because of classroom behavior and/or failing to abide by school policies as stated in this handbook. Students who become ineligible due to

continual discipline problems will not be eligible to practice, play in games and/or participate in any activity involving other schools. The principal will determine the length of time a student loses his/her eligibility due to discipline problems.

7. Teacher requests for a student to stay after school to make up academic work will take precedence over extracurricular practice and/or activities.
8. Students may not attend practice or participate in any extracurricular activity on the day or days a suspension is being served.
9. Students may become ineligible to compete in extracurricular activities due to their academic performance. This means students may participate in practices but may not compete in games, scrimmages, tournaments and/or contests while they are ineligible.

Students may become ineligible for any of the following academic reasons:

1. Grade average of "F" in one or more subject areas. Teachers at their discretion may use a meritorious ability grading system. A meritorious grade is based on student ability, attitude, effort and work habits.
2. Incomplete class assignments.
3. Turning homework in late.

Upon losing eligibility, the following steps will be taken:

1. The student and parents will be notified that the student has until the following Monday to correct the academic violation(s).
2. If violation is resolved by the following Monday the student is eligible.
3. If the violation is not resolved by following Monday the student becomes ineligible for competition/activities. Practice decisions and attendance at games/activities will be made by teachers, coaches and administration.

#### **FIELD TRIPS / ASSEMBLY PROGRAMS or ENRICHMENT ACTIVITIES**

Field trips, special projects and other enrichment activities are *privileges that students earn* by being responsible for their school work and citizenship. *No other children are allowed to accompany a parent or guardian on a field trip. Some field trips may not allow for parental participation.* Students who are behind in their studies or are being disciplined because of inappropriate behavior may be excluded from enrichment activities.

#### **FIREARMS AND WEAPONS**

All weapons are prohibited from school property. Individuals are forbidden to possess, handle, transmit or use any dangerous instrument in school, on school grounds or at school functions that is a weapon, which in appearance is intended to simulate that of a weapon, or is determined to be illegal or dangerous. This ban shall include, but is not limited to, the following items: firearms or part of firearms, starter pistols, BB, pellet, or air guns, crossbows, knives (including pocket knives), knuckles, lead pipes, laser pointers, chuck sticks, throwing darts, darts, blackjack, clubs of any kind, chains, fireworks, dangerous chemicals, unauthorized tools (razors, x-acto knives, etc.), any explosive device or ammunition, or any item that is intended to be used as a weapon or endangers the health, safety and or well being of other people.

No weapons shall be brought onto or into school property without prior permission from the principal. This ban includes antiques, souvenirs, historical and other such artifacts, including property or dramatic productions, except those needed by a duly sworn officer of the law.

Any student found to have brought a firearm onto school property shall be expelled for one year except when the chief administering officer may modify such expulsion on a case by case basis. Violation of the District's Firearms and Weapons Policy in any other manner shall result in a suspension from school, which may be extended to expulsion from school after a legal hearing. Parents should monitor what their child brings to school. Students are discouraged from bringing toy guns to school due to the fact that many guns simulate (look like) real weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm and dangerous object possessed in violation of this policy. By statute, any firearm which is confiscated by school personnel shall be delivered to a peace officer as soon as possible. Such firearms are subject to being destroyed by law enforcement officials. All school personnel are required to report any violation of this policy to the principal.

Violation by non-school persons may result in a complaint being filed with local or county law enforcement officials as current Nebraska State Statute allows for the confiscation of firearms on school property, under most

circumstances. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person and the firearm is contained within a private vehicle operated by a non-student adult, which is not loaded and is encased or is in a locked firearm rack that is in a motor vehicle. Definition of encased - the term encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of the firearm exposed.

### **GIFTS**

Gifts to school personnel, including teachers, are not encouraged.

### **GRIEVANCE PROCEDURE**

Parents, patrons and/or students who have concerns regarding the school environment are encouraged to communicate their concerns directly to the person or persons most directly involved. When a concern cannot be resolved informally, parents and/or patrons may file formal written complaints by contacting the principal. The principal will give persons filing formal written complaints a copy of the school's grievance procedure and necessary reporting forms. All formal written complaints will be handled according to school board policy.

### **Middle School Grading Procedures**

We offer eight classes that we will provide grades for: English language arts, math, science, social studies, technology/art/careers, music, physical education, and band (for those choosing band). Parents/Guardians have access through PowerSchool to monitor grades daily. Thirty percent (30%) of your child's grade will be made up of more formative measures, such as quizzes, daily assignments, practice tests, and warmups. Seventy percent (70%) of your child's grade will be determined by summative assessments. These would be things like tests, final presentations, portfolios, and large projects.

Teachers will typically enter at least one grade each week in Powerschool. Please understand circumstances arise that may affect this, but that is our goal. Some classes will have daily grades. (PE & Music use a rubric for daily participation). If your child has a 69 or below (F) you will receive a Powerschool alert notification each Monday.

- **Intervention/Study Hall** - Intervention/Study Hall are opportunities for students to receive individualized instruction whether they are struggling, failing or just looking for extra support in content areas.
- **Assessment Retake Policy**
  - \*\*\***Students are encouraged to retake tests if they failed the test.**\*\*\*
  - Only students who score below an 87% on their test may retake the test. Students are allowed 1 retake. The highest grade a student can get on a retake is 87% . The student receives the highest of the two test grades, not to exceed 87% (Administration views 87% as showing mastery of content). There will be no averaging of tests.
  - Retakes can only take place if a student has completed the work deemed necessary by the teacher. The teacher will inform the student of required steps (i.e. review time with the teacher, individual practice that demonstrates readiness, etc.) A student must communicate with the teacher within two days of requesting a retake opportunity for assessments. The retake needs to be completed within two weeks from the original test date. (Teacher discretion on exceptions)
  - Students who fail to meet requirements stated by the teacher will receive the initial assessment grade.
- **Daily Work Policy**
  - An opportunity to redo an assignment/daily work may be granted by the teacher, so long as the teacher does not feel the student is taking advantage of multiple opportunities. **Students must have completed and turned in the original assignment on the initial due date.**
  - After two weeks from the initial due date, missing work or incomplete work-not due to absences-will be recorded as zeroes. Redos will not be allowed for missing or incomplete work.
  - Students who have excused absences or illnesses will be allotted two days for each day absent within administrative approvals or extenuating circumstances.
  - Teacher discretion of exceptions

## **GUIDANCE**

Guidance services are available for students. These services include assistance with educational planning, interpretation of test scores, study helps, and help with home, school, or social concerns.

## **GUM AND CANDY**

Gum or candy will not be allowed in school except on special occasions approved by the teacher or principal.

## **GYM BAGS AND / OR BACKPACKS**

Students are to keep gym bags and backpacks in their lockers during the day. Students may access their lockers between class periods to retrieve materials needed for their next class period.

## **HEALTH RELATED ISSUES**

### **Asthma Protocol**

Nebraska State Law regulation requires that our school (or early childhood education program ) be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then Albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver Epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the Albuterol with air to provide a fine mist for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by local doctors.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions (action plan), and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have questions or concerns about the protocol or your students’ health issues, please contact the school.

### **Illness During School Hours**

In case of illness or injury during school hours, the school will notify one parent/person listed in PowerSchool. Telephone numbers for work, relatives, baby-sitters, neighbors, etc. should be listed correctly in PowerSchool. Parents should not come to school to pick up their children unless contacted by the School Nurse or office. Students are required to visit the school nurse or office when they are feeling ill.

### **Immunizations**

Nebraska State Law requires all students (except those with appropriate medical or religious waivers) to be immunized for Measles, Rubella, Mumps, Poliomyelitis, Diphtheria, Tetanus, Pertussis, Varicella and Hepatitis B prior to admission to school. State Law also states that immunizations shall not be required for a student enrolling in any school in this state if he or she submits to the following:

A statement signed by a physician, stating that in the physician's opinion, the immunization required would be injurious to the health and well being of the student or any member of the student's family.

An affidavit signed by the student or if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

**ALL STUDENTS ENTERING SCHOOL MUST PROVIDE PROOF OF IMMUNIZATION OR MEDICAL / RELIGIOUS WAIVERS PRIOR TO BEING ADMITTED.**

Religious waiver forms are available in the school office. Immunizations can be obtained through the Merrick County Health Department (308) 946-3103, the Hall County Health Department (308) 385-5175 or your family physician.

**Medication**

Students are prohibited from having prescription or over the counter medications in their possession in school. Northwest Public Schools requires that all medications, prescriptions, and over the counter drugs that students bring to school be taken to and kept in the school nurse's office. Any medication brought to school by students must be in its original container. Students will be able to access their medication through designated school personnel. Northwest Public Schools ask that students and parents cooperate in abiding by the school's medication policy for the safety and well being of the entire student body. A violation of this policy may result in disciplinary action up to expulsion from school.

**Physical Examinations**

Nebraska State Law requires all Kindergarten students to receive both a physical and vision examination and all seventh grade students must have a physical exam.. Parents/guardians who object to this physical examination requirement may sign a waiver.

**Control of Communicable Disease**

The policies for the control of communicable disease are for the protection of the infected student as well as the protection of other students and staff.

- A. Students with the following will be sent home.
  - a. Temperature at/over 100 degrees.
  - b. Vomiting or diarrhea.
  - c. Sore throat accompanied by elevated temperature and/or visible pus.
  - d. Earache accompanied by discharge or elevated temperature.
  - e. If the child is feeling uncomfortable and unwell to the extent that the child is unable to accomplish normal school activities.
  - f. Widespread rash.
- B. Students with the following diseases need a physician's written permission to return to school: Hepatitis, Rheumatic Fever, Mononucleosis and HIV.
- C. Students with the following diseases must have treatment for 24 hours before returning to school: Strep Throat, Pink Eye, Impetigo, Ringworm and Scabies.
- D. Students with Chicken Pox may return to school 7 days after onset. They must be scabbed over and have no infected pox. They should be inspected by a school official.
- E. Students with Fifth Disease will be excluded from school only if they have an elevated temperature or are experiencing malaise.
- F. The physician, parents of the student, school nurse and school administration will meet to determine the most appropriate educational setting for the student/staff with HIV or AIDS.
- G. It is the responsibility of school staff to report their diagnosis of a communicable disease to the district. In addition, failure to release information can result in automatic dismissal. Anytime a communicable disease is reported at school, parent/guardian will be notified.
- H. Other communicable diseases will be handled as recommended by the Nebraska Department of Health.
- I. Students with pediculosis (head lice): nits are not a cause for school exclusion. However, parents of students with live lice are to be notified and treated prior to return to school.

Students will be evaluated individually by the school nurse or school personnel regarding head lice.

**Policy Concerning AIDS:**

Guidelines for Persons with AIDS. It is the goal of the school for all infected persons to be able to attend school and participate in an unrestricted setting so long as such participation would be reasonable. However, exceptions will be made for preschool age children and persons with neurological impairments resulting in the lack of control over body secretions, displays of behavior such as biting, or person having oozing lesions.

For the protection of the AIDS infected child and the other children in the district, it is the responsibility of the parent/guardian to inform the district of the positive HIV diagnosis of a district student.

These guidelines apply to all persons known to be infected with the AIDS (Acquired Immune Deficiency Syndrome) virus. This includes persons with AIDS Related Complex (ARC) or Human Immunodeficiency Virus (HIV) infection.

These persons shall be referred to as AIDS infected persons in the following guidelines:

1. A team approach should be used to determine the most appropriate educational setting for said persons. Team members should include said person's physician, said person's parent/guardian if a minor child, public health personnel, school district's medical advisor, school health personnel, school administration, school board representatives, faculty, and any other staff that would be affected by the decisions.
2. This team will make the following decisions:
  - A. Regarding attendance: The administrator of each school can recommend temporary exclusion until the team has met. The school will provide homebound instruction as appropriate.
  - B. Restriction of school environment.
  - C. The extent of interaction of others in the school setting.
  - D. Use of preventative measures needed to protect both the AIDS infected person and/or school personnel/students.
  - E. Who will be the spokesperson for them.
3. AIDS infected persons who are attending school and participating in school activities shall be required to report to a school officer on a regular basis as determined by the school district's medical advisor. This is to protect the AIDS infected child from other infections because of his/her decreased immune status.
4. Instruction should be provided for those coming in contact with the AIDS infected person. This will include thorough hand washing after exposure to blood and body fluids and before caring for another person. Gloves should be worn if the staff member has open lesions. Any open lesions on the AIDS infected person should be covered. Soiled surfaces should be promptly cleaned with disinfectants, such as household bleach (diluted one part bleach to ten parts water). Disposable towels and tissues should be used whenever possible, and mops should be rinsed in the disinfectant.
5. The AIDS infected person's right to privacy should be preserved by staff member involved in the care and education of said person. The school district will develop routine procedures for staff contact with AIDS infected persons, confidentiality of records, and information released to parents, students, and school employees.
6. Efforts will be made to inform parents, students, school personnel, and district patrons about AIDS and its transmission.

**HEALTH SERVICES**

Health services are provided to students at school by Northwest Public Schools elementary school nurse.

## **HONOR ROLL**

Students in grades 6-8 will be awarded academic honor roll recognition if they receive a grade of 'B' or better in every subject. (Including Band, P.E., Music, Art, Spanish and Technology)

## **LEAVING SCHOOL BEFORE DISMISSAL TIME**

A Parent or Guardian must contact the office prior to picking up their child who is leaving school before dismissal time. When leaving the building all students must 'sign out' in the office. We are responsible for the student, and thus we need to have a record of their attendance. This is very important in cases of emergency or disaster.

## **LOST ITEMS**

Each school building has a lost and found. **Please label all coats, jackets, hoodies, etc.** Throughout the year the lost and found box is reorganized and unclaimed items are donated to a local organization.

## **LUNCH PROGRAM**

All schools operate a hot lunch program. Services are available to all children without regard to race, sex, color, handicap, age or national origin. Meal prices are set annually. Meal prices are approved by the Board of Education and Federal Government. Checks should be made payable to Northwest Public Schools. ***All meals must be prepaid.*** Parents whose children have special dietary needs should contact the school.

### **2025-2026 Pricing**

- K-5 \$3.20
- 6-12 \$3.35
- Adult \$4.35
  
- Extras:
- Milk \$0.50
- Extra Fruit/Vegetable \$0.75
- Extra Entree \$2.00

Free and reduced price meals are available through the Federal School Hot Lunch Program for children whose parents qualify according to household income guidelines. Guidelines and application forms are available in the school office. Applications for free or reduced price meals may be made any time during the school year. Applicants for free and reduced price meals are required to document their household income.

## **LUNCHEES FROM HOME**

As a district we will not 'warm up' your child's sack lunch. We do not have the capacity to fulfill this request.

## **Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **POP / FAST FOOD**

Pop/soda is not allowed during the noon lunch period. Please note that our lunch program also prohibits the bringing in of outside fast food during the lunch periods (McDonalds, Burger King, Pizza Hut, Taco Bell, etc.) Parents wishing to eat with their child must notify the school in advance. Parents will be required to pay the adult lunch price.

### **LUNCHROOM EXPECTATIONS**

1. Stand in the lunch line quietly and keep your hands to yourself.
2. Talk quietly to the person next to you.
3. Stay in your own space. Keep your hands to yourself and your feet under your table.
4. Raise your hand to receive permission to leave the table.
5. Leave the place at and around you neat when you finish.
6. Do not throw or play around with your food.
7. Respect the lunchroom supervisors and cooks.

Students are prohibited from leaving the school grounds during their noon lunch periods unless they have written permission from their parents to walk home to their own homes for lunch or unless they are being picked up by their own parents. For safety reasons, parents who want their child/children to walk home for lunch need to call the school on the days their child/children will be walking home for lunch. Parents who wish to give their child/children unlimited permission to go home for lunch may do so by signing a “home lunch” permission slip.

The school disclaims any responsibility and or liability for accidents and or injuries that occur to students while they are off school grounds during noon lunch periods. The school also disclaims responsibility for ensuring students go to their own homes when they leave school during lunch periods.

### **MILK PROGRAM**

A milk break program is offered in kindergarten. Participating students will be charged 50¢ per carton of milk, which will be deducted from their lunch account. Participation in the program is voluntary.

### **NOTICE OF NONDISCRIMINATION**

The Northwest Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Dr. Jeffrey E. Edwards, Superintendent, 2710 N. North Road, Grand Island, NE 68803  
[jedwards@ginorthwest.org](mailto:jedwards@ginorthwest.org).

Employees and Others: Natalie Nielsen, Human Resources Director, 2710 N. North Road, Grand Island, NE 68803  
[nnielsen@ginorthwest.org](mailto:nnielsen@ginorthwest.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> 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).

### **PAMPHLETS / BULLETINS / POSTERS**

It shall be the policy that no religious, political or controversial materials shall be distributed through the school

system or posted on school premises. Any deviation from this policy must be approved by the District Office.

**PARENT RESPONSIBILITY - AFTER SCHOOL**

Staff supervision of students ends at 3:35 p.m. (2:25 pm on Wednesday’s) and certificated staff may leave the school at 3:45 pm. Therefore, parents are asked to make arrangements to pick up children by 3:35 p.m. (2:25 pm on Wednesday’s). Students who are not picked up by 3:35 pm (2:25 pm on Wednesday’s) will be expected to sit on the floor in the front foyer until they are picked up.

Unless a student is involved in a school sponsored after school activity, no student is authorized to remain on school premises after 3:45 pm (2:30 pm on Wednesdays). Violations of this policy will be dealt with as follows:

- A. First occurrence per quarter - Parents will be notified of the violation of this policy.
- B. Second offense per quarter - Parents will be notified, return receipt requested with an admonition that a further occurrence in the quarter would result in notification being made to the County Sheriff, County Attorney, Department of School Services, or any other appropriate agency.
- C. Third offense per quarter - Notification that a third offense has occurred will be made, return receipt requested, to the parent, and such will be sent to the appropriate agency as enumerated in this policy. The parent will, by the third notice, also be admonished that any further policy violation in that quarter will result in school personnel requesting the appropriate officials to take custody of the child.
- D. Fourth offense per quarter - Will result in the school requesting the appropriate agency to take custody of the child. The parent will be informed by the appropriate school personnel of any such request, having been made, when it was made, in the manner it was made, and to whom it was made.

**Verification of Student on School Premises**  
**After 3:45 pm (2:30 pm on Wednesdays)**

Student Name	_____
First Occurrence Date	_____
Second Occurrence Date	_____
Third Occurrence Date	_____
Fourth Occurrence Date	_____

**PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held twice a year. Additional parent-teacher conferences may be arranged as deemed necessary by staff or as requested by parents. Under the Family Educational Rights and Privacy Act (FERPA) we cannot share academic information with anyone other than biological parents or documented legal guardians. While we value and recognize it takes a community to raise a child, we cannot share academic information outside these parameters (including stepparents, grandparents, siblings, aunts, uncles, boyfriends or girlfriends etc.)

**PETS AND LIVE ANIMALS**

Live animals are generally not allowed in school for reasons of health, safety and liability. A parent or guardian must be present when live animals are brought to school. The teacher or principal will determine when animals are brought to school and how long the animals will be in the building. Animals found loose on the playground will be reported to the proper authorities.

**PRIVATE PARTY INVITATIONS**

It is the policy of Northwest Public Schools to allow students while at school to give out invitations to private parties *only if every boy and girl in the class is invited to the party*. The school recognizes that when one student does not receive an invitation and others do, that exclusion can be very hurtful and this situation should be avoided while at school.

**PROMOTION AND RETENTION**

Reference Northwest Public School Board (Policy 5201)

**RACIAL AND SEXUAL HARASSMENT POLICY**

All persons associated with the Northwest Public Schools, but not necessarily limited to the board, the administration, faculty, staff, and students, are expected to always conduct themselves so as to provide an atmosphere free from racial and sexual harassment. Any person who engages in racial or sexual harassment while acting as a member of the school community will be in violation of this policy.

### **Racial Harassment**

Racial harassment will not be tolerated. No one will be treated differently on the basis of: race, sex, color, or national origin. Every individual has equal rights in both academics and activities unless there is a legitimate, non-discriminatory reason to limit these rights.

Racial harassment may include but is not limited to:

- Demeaning comments directed at an individual, which are degrading and derogatory to their racial and/or ethnic/cultural group (slurs, jokes, insults or name-calling).
- Written materials which degrade an individual's race and or ethnicity (graffiti, notes, computer bulletin entries, etc.).
- Visual displays of racial and/or ethnic materials which create a hostile intimidating and/or demeaning school environment (racial or ethnic pictures, posters, cartoons and/or written material).
- Incidents involving the defacing and/or damaging of property belonging to an individual that intimidates or harasses the individual due to his or her race and/or ethnicity.
- Threats or physical attacks against an individual due to his/her race and/or ethnic identity.

### **Sexual Harassment**

Sexual harassment will not be tolerated. Sexual harassment is a form of sex discrimination. Both males and females can be victimized. Sexual harassment is illegal and is not condoned. Sexual harassment may include, but not be limited to:

- Deliberate touching of body parts, pinching, attempting to fondle or kiss
- Sexually demeaning comments or verbal comments about body parts and or clothing
- Name calling or spreading rumors regarding sexual activity
- Stares, leers, or unwanted suggestive looks
- "Dirty" jokes or unwanted sexual teasing
- Gestures with the hands on body parts
- Following, cornering, blocking, or standing too close
- Conversations that are too personal
- Graffiti that is sexual in nature
- Howling, catcalls, or whistles
- Pressure for dates or sex
- Verbal threats of violence, sexual contact, or coercion

### **"What should I do if someone sexually or racially harasses me?"**

Any student, parent, and or employee of the Northwest Public School System who believes such a situation exists as defined by this policy should contact a teacher, the principal, or Superintendent. The principal at his or her discretion may attempt to resolve allegations of harassment (racial, sexual or otherwise) informally. All matters involving a sexual harassment grievance will remain confidential to the maximum extent possible. All formal sexual harassment grievances must be filed on forms provided by Northwest School District Policy. Formal complaint forms are available in the school office. (Northwest Board Policy #403B)

The Board of Education may impose appropriate sanctions against persons who violate the district's sexual harassment policy. These sanctions, in the case of any employee, may include termination. Students guilty of sexual harassment will face disciplinary action which could include suspension or expulsion.

### **RECESS**

We strive to make recess safe and enjoyable for all students. All students (K-5) participate in at least one scheduled daily recess period and sometimes more, depending on their classroom. Therefore, you will want to make sure that your child is dressed appropriately for the ever-changing Nebraska weather conditions. Layering clothing is the best option for cold mornings and hot afternoons. During inclement weather (rain or severe wind chill conditions) students will have indoor recess. Please note that during school hours our playground is not accessible to the public due to the safety and protection of the students. Physical activity and student socialization is an important part of recess. Students are required to participate in recess and will not be excused from participation without a doctor's note verifying the reason. Students may be held from recess due to academic assistance, completion of assignments, or misconduct.

### **RECORDING OF OTHERS**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any

sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

**REPORT CARDS and PROGRESS REPORTS WILL BE ISSUED THROUGHOUT THE YEAR.**

***POWERSCHOOL IS ACCESSIBLE ONLINE FOR GRADES - 6th, 7th and 8th***

Student achievement in grades K-8 is communicated to parents through four, nine-week grading periods. Sixth through eighth grade student performance is measured by letter grades A, B, C, D, F, and I. The following percentages indicate grade range: (I = Incomplete)

A+ = 98-100	B+ = 91-92	C+ = 83-85	D+ = 75-77	
A = 96-97	B = 88 - 90	C = 81 -82	D = 73-74	F = 0 - 69%
A- = 93-95	B- = 86-87	C- = 78 - 80	D- = 70-72	

Report cards are available through the PowerSchool Portal and the end of each quarter and the conclusion of the year.

**Standards Based Grading in Kindergarten - 5th grade**

At Northwest Public Schools, learning standards are the standards and indicators approved by the Nebraska State Board of Education. NWPS has moved to using a standards-based report card at the elementary level.

These are rigorous curriculum standards and the goal is for all students to be proficient on all learning standards at each grade level. A standards-based report card gives parents specific information about whether a student has met those standards. NWPS has moved to using a standards-based report card at the elementary level (K-5).

Communicating specifically about each standard rather than combining everything into one symbol helps NWPS communicate clearly about learning with students, parents and our community. Most importantly, there is a worldwide consensus among education experts that standards-based reporting increases the focus on learning.

A standards-based report card...

- Measures a student's achievement in relation to the standards rather than by averaging grades
- Gives more detail and accurate information about a student's academic achievement
- Provides clarity and consistency for reporting achievement on learning standards within NWPS

The marks on the report card are determined by classroom assessments combined with teacher judgement to represent an achievement level at a given point in time.

**Grade Level Performance Levels**

**E** - Student excels in grade-level skills and concepts. Demonstrates excellence in thinking, complex questioning, an advanced skill development on grade level standards on a consistent basis.

**P** - Student has reached proficiency for that particular standard. Demonstrates sufficient understanding of important concepts, ideas and/or skills.

**D** - Student is developing an understanding; but has yet to demonstrate proficiency of the standard. Demonstrates partial, but limited understanding of important concepts, ideas and/or skills.

**B** – Student is beginning the progress toward proficiency for a standard. Demonstrates an incomplete understanding (partial or not at all); needs significant support and guidance.

*NA - Standard was not assessed that quarter*

### **Research-Based Grading Practices**

**Standards-based reporting follows these grading practices:**

**Grades are consistent.**

- Grades are based on grade-level learning standards.
- Grades are based on quality assessments.

**Grades are accurate.**

- Grades for academic learning standards reflect student achievement only. Behaviors (e.g., effort, participation, adherence to class rules, attendance) are important but graded separately.
- Grades are based only on individual achievement, even if a student is involved with group work.

**Grades are meaningful.**

- Teachers use the most recent achievement data to determine grades.
- Zeroes are not used in place of missing or incomplete work.

**Grades support learning.**

- Formative assessment and practice are used to collect evidence that learning is occurring, not to determine grades.
- Students have multiple opportunities to demonstrate their learning.
- Students should know from the beginning how grades will be determined. The learning targets are clear and there are no surprises on assessments.

### **REQUIRED REGULAR CURRICULAR ACTIVITIES**

Students may be required to participate in curriculum related activities and special events. This includes school music programs, band concerts, art shows, science fairs, or individual room programs. Parents are asked to call the school office when their child/children are unable to attend required programs.

### **SEARCH AND SEIZURE**

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

The following rules shall apply to the search and 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 rule violation.
  2. Illegal items or other items reasonably determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practical.
  3. Items which are used to disrupt or interfere with the educational process may be removed from student possession.
- (Board Policy #5046, Article 5).

### **SCHOOL CLOSINGS**

When weather related circumstances require school to be canceled, start late or dismiss early, announcements will be made through local media outlets and via the Northwest School Alert system. (examples email, text or phone messages)

### **SCHOOL HOURS**

School will begin at 8:00 a.m. and be dismissed at 3:15 p.m. on Monday, Tuesday, Thursday and Friday. On Wednesday's, school will be dismissed at 2:00 p.m. Early dismissal will be at 12:00 p.m. (Noon). Early classroom morning events are critical to the student's successful day. Please make sure your child is at school on time.

### **SCHOOL VISITATION**

For security reasons, please call ahead of time and use the buzzer system upon arrival to the building.

### **SPECIAL DELIVERIES / GIFTS TO STUDENTS**

On occasion, parents, friends or relatives have a gift (i.e., balloons, flowers, stuffed animals, etc.) delivered to a student at school for a birthday or special occasion. Special deliveries and gifts as such will be held in the office and given to students at the end of the school day.

### **STUDENT DATING**

Northwest Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff. Any public displays of affection are prohibited.

Pursuant to Section 79-2,140, the Legislature has defined (a) “dating violence” to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) “dating partner” to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

### **STUDENT FEE POLICY**

Our schools have developed a student fee policy in accordance with Nebraska State Laws. Generally speaking, all students will be asked to continue to provide personal or consumable items for specified classes and activities.

### **6th - 8th GRADE PROGRESSIVE DISCIPLINE PLAN**

Northwest’s discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal’s office for additional disciplinary measures will be disciplined according to the charts listed below. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student is disciplined by either of the principals he/she will receive a specific number of points. Any points received shall be cumulative throughout the school year. Accumulation of 100 or more points in any category or combination thereof, throughout the school year, will result in recommendation to the Board of Education for expulsion from Northwest Public Schools.

### **DEFINITIONS/GLOSSARY OF DISCIPLINE PLAN TERMS**

**The following Definition of Terms is provided in order to help clarify inappropriate behaviors at Northwest High School.**

**Arson**-The burning of, or attempt to burn, any buildings, or part of any building, structure, or property of the school district.

**Bomb Threat**-Raising or creating any false alarm of a bomb in and to any buildings, or part of any building, structure, or property of the school district by any means or manner whatsoever.

**Bullying**-Treating another person abusively by words or actions using force or coercion.

**Careless Driving/Speeding**-Any driving which endangers oneself and one’s property.

**Cheating**-To violate rules dishonestly (as on daily work or an examination).

**Detentions**-Time during the day (before or after school) when a student is required to report to a specified area to make up time. Examples of reasons would be misbehavior, tardies, lack of effort in class or classes, etc.

**Disorderly Conduct**- The unwillingness to submit to authority or refusal to respond to a reasonable request or any act that intentionally disrupts the orderly conduct of a school function.

**Disrespect to Faculty Member**-Lack of respect.

**Disruption of School/Class/Assemblies**-Examples include: Yelling and/or running in the halls, persistent talking in

class, horseplay, throwing things, disruptive objects, etc.

**Explosives, Fireworks and Foul Substances**-Any Article containing an explosive or combustible substance -including fireworks - or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another.

**Expulsion**-The term “expulsion” means disciplinary action whereby a student:

1. Is separated by the Board of Education from school attendance for a period in excess of ten (10) days.
2. Is separated from school attendance for the balance of the then current semester or current year; or
3. Suffers a penalty which automatically prevents him or her completing within normal time his or her overall course of study in any school in the school district.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities or school-provided transportation.

**Extortion/Blackmail**-The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

**False Alarm of Fire**-Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever.

**False Call**-The act of claiming the name of another person to excuse a student from class or school.

**Fighting**-The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.)

**Forgery**-The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

**Gross Misbehavior**-Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well being of others including the promotion of fighting.

**Harassment/Intimidation**-Any act of threat by force or verbalization against another person.

**Illegal Entry**-Forced entry or entry without administrative authorization into a building, room or school property.

**Illegal Explosives**-Possessing, using, threatening to use or transferring any weapon or instrument capable of inflicting bodily injury.

**Inappropriate Behavior/Gestures**-Behavior on school grounds that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, spitting, unauthorized games, littering, loitering, etc.

**Inappropriate Dress**-See Dress Code provisions delineated earlier in the handbook.

**Indecent Material**-The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

**Indecent Behavior** - Any act of a sexual nature that is deemed unacceptable in a school setting.

**In-School Suspension**-Any disciplinary action whereby a student is separated from class attendance, but is required to be at school. In-school suspension generally lasts from one to three days.

**Insubordination**-Disregard for the authority of a staff member.

**Knife-** a knife with blade length of 3.5 inches or less will result in an In School Suspension, a knife with a blade length of over 3.5 inches will result in an Out of School Suspension- length of suspension will be determined by administration.

**Loitering-**Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

**Long Term Suspension-**More than five school days, but less than twenty school days.

**Mandatory Reassignment-**Assignment to another educational setting.

**Member of the Administrative Staff/Designee-**A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.

**Minor Vandalism-**Intentional damage to property or materials with a value of less than \$10.00.

**Misuse of School Materials/Equipment-**Misusing and/or using school materials in an authorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, home etc. food products, etc., misuse of computer accounts or materials.

**Other School Personnel/Staff Members-**All school district employees and functionaries except teachers. The term includes, but is not limited to, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus drivers, etc.

**Physical or Verbal Assault-**The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event.

**Plagiarize-**To steal and pass off as one's own work without crediting the source, knowingly or unknowingly.

**Possession or Illegal Use of Weapon-**The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

**Possession/Use of Tobacco-**Smoking by any students or the possession of smoking materials (chewing tobacco) is not permitted on school property. Smoking shall be defined as being in the immediate proximity of smoking materials (chewing tobacco) and exhibiting probable suspicion of intent. NWHS Substance Abuse Policy governs this rule.

**Profanity-**The use of language that is unacceptable to school/community standards.

**Public Display of Affection-**The showing of affection that is not appropriate in the school setting (such as kissing or embracing).

**School Property-**Any building, buildings, part of any building, structure, land or property of the school district.

**Short Term Suspension-**Up to and including five school days.

**Suspension-**Any disciplinary action whereby a student is separated from school attendance for a period of ten or less days and which does not constitute an expulsion. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities, or school provided transportation.

**Theft 1-**The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$20.00 but less than \$100.00.

**Theft 2-**The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$100.00.

**Trespass-**Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart therefrom by members of the school staff, refusing or

neglecting to depart from.

**Truancy**-The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

**Unauthorized Games in School Building**-Gambling, poker, etc.Unlawful Intimidation of School AuthorityInterfering with administrators, teachers or other school personnel by force or violence.

**Vandalism 1**-Destruction of school property or property belonging to another at a value greater than \$20.00 but less than \$100.00.

**Vandalism 2**- Destruction of school property or property belonging to another at a value of more than \$100.00.

**Threatening Behavior** -Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

**Vulgarity**-Offensive, lewd, obscene

**PROGRESSIVE DISCIPLINE LEVELS**

Actions that are not disruptive in nature to the learning process, discipline would be the same as category 1 but without points. Failure to attend detention would result in points.

- A. Detention
- B. Detentions
- C. 1-5 Days In-School Suspension
- D. 5-10 Days In-School Suspension
- E. 1-5 Days Out-of-School Suspension
- F. 5-10 Days Out-of-School Suspension
- G. 10 Days Out-of-School Suspension
- H. Recommend Expulsion
- I. Police will be notified
- J. See Alcohol/Substance Abuse Policy

Note: Parents will be notified at levels C through I. In-School Suspension may be substituted by the administration for Out-of-School Suspension

<u>Offense</u>	<u>Category</u>	<u>Points</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1. Public Display of Affection	I	8	A	B	B	C	
2. Dress Code Violation	I	0 - 1st  8 Pts after first	A	B	B	C	
3. Other/No Dress out in PE/Participation in PE	I	0	A	B	B	C	
4. Sleeping in Class	II	8	A	B	B	C	
5. Disruption of class/school/assembly	II	8	A	B	C	C	
6. Parking Illegally	II	8	A	B	C	C	
7. Inappropriate Behavior/Gestures	II	8	A	B	C	C	

8. Profanity/Vulgarity	II	8	A	B	C	C	
10. Cell Phone (Confiscation) <i>See page 8 for Middle School Cell Phone Policy.</i>	II	8	B	B	B/C/D	C/D/E	
11. Repeated violations of Category I	II	8	A	B	C	C	
12. Tardy <i>See page 4 for Middle School Tardy Policy.</i>	II	8	A	B	B	B	
14. Skipping/Cutting Class	III	10	B	B	C	C	F
15. Disorderly Conduct	III	10	B	B	C	C	F
16. Failure to identify self to school officials	III	10	B	B	C	C	F
17. Indecent Material	III	10	B	B	C	C	F
19. Jeopardizing the safety of oneself or others	III	10	B	B	C	C	F
20. Leaving school grounds without permission	III	10	B	B	C	C	F
21. Lying	III	10	B	B	C	C	F
22. Misuse of school Material and Equipment	III	10	B	B	C	C	F
23. Not following request of school official	III	10	B	B	C	C	F
24. Trespassing	III	10	B	B	C	C	F
25. Skipping Assigned Detention	III	10	B	B	C	C	F
27. Other	III	10	B	B	C	D	F
28. Careless Driving/Speeding	IV	14	C	C	D	F	F
29. False Call/Forgery of Notes	IV	14	C	C	D	F	F
30. Disrespect to Faculty Members	IV	14	C	C	D	F	F
31. Other IV	IV	14	C	C	D	F	F
32. Theft 1	IV	21	E/I	E/I	F/I	G/I	G/H/I
33. Vandalism 1	IV	21	E/I	E/I	F/I	F/I	F/I

26. Use/Possession of Tobacco Products Policy	IV	21	E/I	E/I	F/I	F/I	G/I
34. Gross Misbehavior	V	21	C	D	E	G	F
35. Harassment/Intimidation/Bullying	V	21	C	D	E	G	H
36. Insubordination	V	21	C	D	E	G	H
37. Fighting	V	21	C	D	E	G	H
38. Other	V	21	C	D	E	G	H
39. Theft 2	V	28	F/I	F/I	G/I	G/I	H/I
40. Vandalism 2	V	28	F/I	F/I	G/I	G/I	H/I
41. Indecent Behavior	VI	28	F	G	G	H	H
42. Sexting	VI	28	F/I	G/I	G/I	H/I	H/I
43. Open/Persistent Defiance of Authority	VI	28	F	G	G	H	H
44. Threatening Behavior	VI	28	F	G	G	H	H
45. Physical Assault	VI	28	F/I	G/I	G/I	H/I	H/I
46. Other	VI	28	G	H	H	I	H
47. Under the influence of Alcohol/Drugs	VI	50	J/I	H/I			
48. Possession of Alcohol/Drug Paraphernalia	VI	50	J/I	H/I			
49. Extortion	VII	50	G/I	G/I			
50. False Fire Alarm	VII	50	G/I	G/I			
51. Possession of Weapon other than Firearm	VII	50	G/I	G/I			
52. Possession or Use of Firecrackers	VII	50	G/I	G/I			
53. Terroristic Threats	VII	50	G/H/I	G/H/I			
54. Other	VII	50	G/I	G/I			
55. Selling, Giving or exchanging alcohol/drugs	VII	100	H/I				
56. Arson	VIII	100	H/I				
57. Bomb Threat	VIII	100	H/I				
58. Physical Assault (School Employee)	VIII	100	H/I				

59. Possession and/use of Explosives	VIII	100	H/I				
60. Use of any instrument as a weapon	VIII	100	H/I				
61. Possession of Firearm	VIII	100	H/I				
62. Other	VIII	100	H/I				

### **STUDENT DISCIPLINE**

Two primary goals of the faculty and administration are to teach students to be responsible citizens and help students experience academic success. Students who make incorrect choices regarding their personal behavior/ROW expectations or are lacking in their academic responsibilities will receive negative consequences. The following disciplinary actions may be used:

1. Verbal warning/reprimand.
2. Loss of recess (grades K-5).
3. Loss of privileges (i.e., lunchroom, library, computer lab, bus, playground, assembly programs, field day, field trips, special parties, extracurricular activity eligibility).
4. Students may receive a detention for any of the following reasons: Failure to follow teacher directions and classroom procedures; being disrespectful to a teacher, staff member or other student; damaging school or other people's property; demonstrating any behavior that threatens the safety and well being of others; disrupts the learning environment and/or prevents the teacher from teaching; using profane, lewd, or sexually derogatory language; inappropriate use of hands, feet, and or objects; making, using or possessing objects that threaten the safety of others, this includes objects made from pen or pencil parts, pins, tacks, paper clips, rubber bands, staples, toothpicks, etc.; refusing to work in class; or any other reason deemed appropriate by the administrator. Students displaying inappropriate behavior while under the supervision of a substitute teacher may receive a consequence more severe than what might normally be given by the regular classroom teacher.
5. Removal from the classroom: Students who disrupt the learning environment or whose behavior threatens the safety/well being of other students may be removed from the classroom. Teachers at their discretion may assign any area outside of the classroom to a student so that he/she may complete school work and or bring his/her behavior under control.
6. Assistance from the Principal: Teachers may request assistance from the principal in resolving student discipline problems. Teachers may send a student to the office or request that the principal remove a student from the classroom when the student's behavior threatens the safety/well being of other students or if the student's behavior disrupts the learning environment of the classroom. Students sent to the office will most likely serve a detention, the definition of which to be based upon severity of offense.
7. Short-term out-of-school suspension (1-5 days).
8. Long-term out-of-school suspension (6-19 days).
9. Expulsion from school: Expulsion applies for 20 days or more, the remainder of the semester or year and/or one calendar year from the date of expulsion.
10. STUDENT DUE PROCESS: Short-term suspension, long-term suspension and/or expulsion are disciplinary actions that apply in cases of severe misconduct or when other forms of disciplinary action have proven ineffective. Students who face short-term suspension, long-term suspension or expulsion will be given the opportunity to answer all charges brought before them before disciplinary sanctions are imposed. Short-term suspension, long-term suspension and expulsion will be governed by Nebraska State Statutes. Student discipline issues that involve suspension or expulsion will be brought before the Board of Education. A student suspended or expelled from school will have his or her rights restored upon return to school.
11. Students who are serving out of school suspensions or expulsion are barred from being on school grounds, including the playground/village or attending any home or away from school activities.
12. Students may be suspended or expelled for the following reasons:

### **GROUND FOR SHORT & LONG-TERM SUSPENSION, EXPULSION AND MANDATORY REASSIGNMENT**

The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension,

and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. 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.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the school rules.
15. Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.
18. Bullying defined shall mean a pattern of actions or behaviors including but not limited to physical, verbal, written, psychological and/or social that result in emotional or physical harm to another student or group of students.
19. Sexual Harassment defined shall mean unwanted or unwelcome behavior such as words, actions, pictures, displays and/or communications that are sexual in nature or related to a person's gender. This includes but is not limited to oral language, written language, hand gestures, photographs and/or drawings.
20. Use of electronic photo imaging devices in locker rooms, restrooms and/or dressing rooms.

#### **PROCEDURES FOR SHORT-TERM SUSPENSION**

The following procedures shall be followed with regard to any short-term suspension.

- a. The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
- c. The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
- d. Within twenty-four (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. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

### **PROCEDURES FOR LONG-TERM SUSPENSION, EMERGENCY EXCLUSION, EXPULSION OR MANDATORY REASSIGNMENT**

The following procedures shall be followed with regard to any long-term suspension, emergency exclusion, expulsion or mandatory reassignment.

- a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
- b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.
- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
  - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
  - (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
  - (3) A statement explaining the student's right to a hearing.
  - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
- d. Nothing in this policy shall preclude the student, student's parents, guardians or representatives from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
- f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

### **HEARING PROCEDURE**

- a. **Hearing Officer.** The hearing officer shall be any person designated by the superintendent. The hearing officer shall be any individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- b. **Administrative Representative.** The principal may appoint an administrative representative to present the facts and evidence. Such administrative representatives may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- c. **Notice of Hearing.** If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative

representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

- d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue, from time to time, the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
- e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.
- f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such a case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students
- g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.
- m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter.

Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid

substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

### **GRIEVANCE PROCEDURE**

Individuals not in agreement with a decision made by school officials may fill out a grievance form located in the Principal's office. The grievance process begins the appeal procedure.

#### **Definitions:**

1. Grievance. Any claim by a student that there has been a violation, misinterpretation, or misapplication of school policies, or his/her individual rights to fair treatment of any established policy or practice. When a grievance is shared by several students, it shall be processed as a single grievance with one member acting on behalf of the entire group.
2. Days. Shall mean calendar days except weekends and school holidays. It is understood that during the summer months any change in grievance procedure timelines shall be by mutual agreement of the parties involved.
3. The grievance procedure may be amended in writing by mutual agreement of both parties with written evidence of said consent being presented by each party to the other.
4. Any grievance which is not timely processed under the conditions set forth in this procedure shall be deemed waived.
5. Any student involved in a school activity may utilize the student grievance procedure if a decision of the sponsor/coach/or activities director results in suspension from such activity. Activity participation guidelines are found in the appropriate activities guideline booklet.

### **STUDENT PERMANENT SCHOOL RECORDS**

The following guidelines govern student records:

- Student files and records are open for parents to examine upon request.
- Parents are entitled to a hearing to challenge information in their child's file.
- Access to student files is limited to parents and school officials.
- Written permission from parents is required for other people to examine a student's records.
- Student records are sent directly to a required school electronically per the school request.

### **TOYS AND NON-SCHOOL ITEMS**

Bats, balls, toy guns, knives, trading cards and student valuables of any kind etc., are not to be brought to school unless the student has permission from their classroom teacher. Once again, if your child doesn't need it for school, don't let them bring it to school. Fidgets are items that are similar to toys, however, can serve an educational purpose for some children who may need help with focus and attention. All fidgets will be provided by the school and should not be brought from home (this includes spinners). The school is not responsible for these items being lost or damaged.

### **TELEPHONE CALLS**

Students will be called out of class to answer the telephone for emergency purposes only, otherwise a message will be taken. The student will then be allowed to return the call during the next appropriate time available. Students will need permission from the principal or secretary to use the school's telephone. Students needing to make phone calls should do so between class periods, during recess or during their lunch period.

## **DISTRICT, STATE AND FEDERAL PROGRAMS**

## **STUDENT FEE POLICY**

The Board of Education of Northwest Public Schools has adopted the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge of fee to students.

Northwest Public Schools provides activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference of personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials, where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in policy its guidelines or policies for specific categories of student fees. The District does so by setting forth guidelines and policies; this policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

## **NORTHWEST PUBLIC SCHOOLS HOT LUNCH PROGRAM**

Northwest Public Schools operates a hot lunch program and participates in the Federal Government's School Hot Lunch Program. Free and reduced priced meals are available through the Federal School Hot Lunch Program. Applicants for free and reduced priced meals are required to list their household income on their application form. Applications for free and reduced priced meals are available in the Central and Superintendent's Offices. Parents whose children have special dietary needs should contact the school.

Students purchase meals through an electronic account. Money is not accepted in the lunch line. Northwest High School does not use lunch tickets. Students are issued individual four digit lunch account numbers. Students from the same family share a single four digit family ID number unless otherwise requested by a parent. Money deposited into family accounts may be made with a single check. All meals or food items purchased through the school cafeteria must be prepaid. (No charging)

Northwest Public Schools lunch program is conducted as an "offer versus serve" program and is approved by the Nebraska Department of Education. "Offer versus serve" requires schools to offer meat, vegetables, fruit, bread and milk with each meal. Students may elect to take five of the items offered or as few as three. Students who elect to take only three or four of the five items offered will be charged the full price of a regular meal.

Prices for school hot lunches are set annually by the Northwest Board of Education in conjunction with Federal & State School Hot Lunch Guidelines.

Lunch money is received in the Superintendent's Office prior to school starting at 8:10 a.m. and or after school until 4:00 P.M. Money deposited after 10:30 A.M. may not be credited to a student's account in time for his or her lunch period. Students must have money in their lunch accounts prior to making purchases in the lunch line. Students are responsible for keeping track of their lunch fund balances. Students should check their lunch account balances daily as they go through the lunch line.

Students are prohibited from using their lunch accounts to purchase food for other students. Parents who question their son's or daughter's lunch account activity or balance may call the school at 385-6398 between 7:45 a.m. and 4:00 p.m. Parents may also access their son's or daughter's lunch account on PowerSchool. Parents are responsible for setting cafeteria purchase guidelines for their son or daughter.

Federal Government Hot Lunch Program regulations prohibit Northwest Public Schools from selling pop, candy,

gum, etc. during lunch periods. Students who are not eating lunch are to report to the old gym or cafeteria during their lunch period. Northwest High School is a closed campus. Students may not leave the building during their lunch period.

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U. S. Department of Agricultural Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

### **ENROLLMENT OPTION**

In 1989, the Nebraska Legislature passed a law that allows parents to choose the school district they want their children to attend. The law was designed to give parents the opportunity to choose the school system which they feel might best meet the educational needs of their children. It is important to remember that option school districts may reject or limit requests for transfers based on school capacity and available programs. Enrollment Option applications forms, etc. are available in the Superintendent's office, online at <[ginorthwest.org](http://ginorthwest.org)> or by calling 385-6394.

### **TITLE IX NON-DISCRIMINATION**

In 1972 Congress outlawed discrimination based on a person's sex. Title IX of the Educational Amendments Act of 1972 applies to students attending schools that receive Federal Funds. Title IX forbids schools from treating students differently based on their gender.

#### **Under Federal Law schools cannot:**

1. Provide separate classes or activities for male and female students.
2. Deny students the right to take a course because of his or her gender. For example, not allowing females to enroll in shop class.
3. Apply different rules regarding physical appearance to male and female students.
4. Make different disciplinary rules or enforce them differently on the basis of gender.
5. Refuse to allow female students to take part in classes or activities because of pregnancy, unless other students with temporary disabilities are so excluded. Students may voluntarily join special program of comparable quality to regular classes.
6. Refuse to excuse absences because of pregnancy or refuse to allow female students to return to the same grade level which they held when they left school.

#### **Title IX Laws allow schools to:**

1. Separate classes for sex education.
2. Separate students by gender within physical education classes for participation in contact sports such as football, basketball and wrestling.
3. Separate students with different levels of ability within physical education classes. (Ability requirements must be the same for both genders).
4. Provide separate teams for genders of contact sports and or any team sport in which students are selected to play on the basis of skill.

### **PARENTAL RIGHT TO INFORMATION**

Schools may release information to non-custodial parents of students. State statute identifies a parent as the person authorized to receive information such as grade reports, transcripts, attendance statistics, disciplinary information, progress reports, and other. A parent is a parent unless his or her status has been terminated by a court order. Non-custodial parents are still parents, unless there are specific restraints within a divorce decree stating that he/she should not have access to their child's school records. Unless otherwise stated in the divorce decree, student records and information are available to both custodial and noncustodial parents. Noncustodial parents may request school information for their children in person or in writing through the Principal's Office.

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

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

may do so by contacting the Central Office.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Northwest High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Northwest High School may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Northwest High School to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports Programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the public school that they do not want their student’s information disclosed without their prior written consent. If you do not want Northwest High School to disclose directory information from your child’s education records without your prior written consent, you must notify the school’s Central Office in writing by the end of the first week of the first semester, or for new students, within the first week of enrollment. Northwest High School has designated the following information as directory information:

Student’s name	Participation in officially recognized activities and sports
Address	Telephone listing
Electronic mail address	Weight & height of members of athletic teams
Photograph	Degrees, honors, and awards received
Date & place of birth	The most recent educational agency or institution attended
Major field of study	Dates of attendance
Grade level	

**SPECIAL EDUCATION TESTING AND SERVICES**

Northwest Public Schools offer special education diagnostic testing and programs for students who; are academically at risk, are performing below their grade level, and or have a physical handicap. Parents who have questions about Special Education testing or available programs that may benefit their son or daughter should contact their son or daughter’s teacher, counselor, or principal.

**PARENT NOTICE CONCERNING STAFF QUALIFICATIONS:**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, Northwest Public Schools will give parents the following information about their child’s classroom teacher:

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

Northwest upon request will tell parents if their child is being provided services by a paraprofessional and the qualifications of the paraprofessional.

A request for information should be made to an administrator in your child’s school building. The information will be provided in a timely manner. Finally, Northwest Public Schools will also give timely notice to parents of students who have been assigned, or taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

**Parent Notice Concerning Staff Qualifications if Student is Taught for Four or More Consecutive Weeks by a**

### **Teacher Without Required**

Parents of students in Northwest Public Schools programs funded under the No Child Left Behind Act of 2001, have the right to know the professional qualifications of teachers. The No Child Left Behind Act requires schools to notify parents in a timely manner when a teacher without required qualification has been assigned to teach their child. Parent notification of teacher qualifications will include the teacher's type of teaching certificate, specific teaching endorsements, and educational credentials.

### **STUDENT PRIVACY PROTECTION**

It is the policy of Northwest Public Schools to protect the privacy of students in accordance with all applicable Federal and State Laws. Student privacy is governed by the following School District Policy:

#### **A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties**

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

#### **B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive**

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

#### **C. Right of Parents to Inspect Instructional Materials**

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

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

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

#### **E. Protection of Student Privacy in Regard to Personal Information Collected from Students**

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or post secondary education recruitment, or military recruitment; (ii) book clubs,

magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

#### F. Parent Access to Instruments used in the Collection of Personal Information

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

#### G. Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

#### H. Notification to Parents of Dates of and Right to Opt-Out of Specific Events

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

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

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the afore listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

#### Definition of Surveys of Matters Deemed to be Sensitive

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

1. political affiliations or beliefs of the student or the student’s parent;
2. mental or psychological problems of the student or the student’s parent;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;

5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

## **HOMELESS STUDENTS POLICY**

### **Homeless Children**

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 desegregated by the District on the basis of their status as homeless.

### **Homeless Coordinator**

The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that - (i) homeless children are identified by school personnel; (ii) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (iii) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (iv) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (v) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (vi) enrollment disputes are mediated in accordance with law; and (vii) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

### **Enrollment of and Services to Homeless Children**

A homeless child shall be enrolled in compliance with the 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 (i) 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 (ii) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. 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. 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. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process.

The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. 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 a 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 a 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: (i) if the homeless child's school of origin is in the

Northwest Public School District, and the homeless child continues to live in the Northwest Public School District, transportation to and from the school or origin shall be provided by the Northwest Public School District; and (ii) if the homeless child lives in a school other than the Northwest Public School District, but continues to attend the Northwest Public School District based on it being the school of origin, the new school and the Northwest Public School District 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 costs for transportation shall be shared equally.

### **PARENTAL INVOLVEMENT IN SCHOOLS**

It is the policy of the Northwest Public Schools to foster and facilitate, to the extent appropriate, parental/guardian information about and involvement in the education of their children.

Northwest Public Schools after having conducted a public hearing concerning parental/guardian involvement and participation, herewith declares that it shall be the policy of Northwest Public Schools to provide full access at reasonable times to the parent/guardian of any student of Northwest Public Schools to review textbooks, tests, curriculum materials, records of student of any such parents/guardian, unless otherwise prohibited by law, and to any surveys of students done by Northwest Public Schools.

- A. Textbooks, tests, and other curriculum materials used in the Northwest Public Schools are, and shall be, available for review by parents/guardians at Northwest Public Schools upon request. Since textbooks, tests, and other curriculum materials constantly change, and may be discarded when no longer needed by Northwest Public Schools, parents/guardians wishing to review such items must govern their requests accordingly.
- B. Parents/guardians wishing to attend and monitor courses, assemblies, counseling sessions, and other instructional activities must obtain prior approval of and from the proper teacher, counselor, and administrator, or they will be asked to leave. Parents/guardians attending or monitoring courses, assemblies, counseling sessions, and other instructional activities with prior approval who, by their conduct or presence interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
- C. Northwest Public Schools will excuse students from testing, classroom instruction, and other school experiences, upon parental/guardian request, only under circumstances required by law. Parental/guardian requests must be in writing and submitted to the proper teacher and administrator within a reasonable time prior to the testing, classroom instruction, or other school experience, and must be accompanied by written proof, acceptable to Northwest Public Schools that the action is required by law. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent/guardian request.
- D. Parents/guardians and others will be provided access to records of students according to law (Family Educational Rights & Privacy Act, 20 U.S.C., 1232 G or 79-4, 157, R.R.S.).
- E. Testing shall occur in Northwest Public Schools as determined appropriate from time to time by school district staff to assure proper measurement of educational progress and achievement.
- F. Participation in surveys of students shall occur in Northwest Public Schools.

Legal Reference: Student Discipline Act, Ne. Rev. State. 79-254 to 79-296, Ne. Rev. State. 79-201 to 79-209, No Child Left Behind Act of 2001, Title IV; 20 U.S.C. 7101 et seq. and 7151.

Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296

Adopted June 11, 2012

**2025 / 2026 Northwest School District Staff Members**

<b>1R (K-8)</b>	<b>St. Libory (K-8)</b>	<b>Cedar Hollow (K-8)</b>
K - Tammy Chohon	K - Kenna Gieger	K - Marci Earll
1 - Jenny Bahe	1 - Emily Neidfelt	K - Molly Nicol
2 - Mallory Cacy	2 - Maddie Mazour	1 - Emily Rush
3 - Joel Hope	3 - Jenny Manivong	1 - Tami Wissing
4 - Ashlin Johnson	4 - Katie Pfanstiel	2 - Danielle Sloan
5 - Margaret Wagner	5 - Miranda Studley	2 - Kayla Stutzman
Resource Teachers - Kelly Olesen, Kenzie Jarvi	Resource Teachers - Sara Olsen, Natalie Husmann	3 - Hannah Gloe
<b>Middle School (6-8)</b>	<b>Middle School (6-8)</b>	3 - Andrea Ritzdorf
ELA- Geri Pagel	ELA - Carol Jurgensmier	4 - Ashley Spotanski
Math - Bobbi Byerly	Math - Nichole Poland	4 - Nikki Janulewicz
Science - Amber Wissing	Science - Amber Wissing	5 - Becky Barber
Social Studies - Jake Herrmann	Social Studies - Jake Herrmann	5 - Heather Gosda
Technology - Randa Felske	Technology - Randa Felske	Resource Teachers - Bailey Williams, Kimberly Terry, Kyla Fuchtman, Raquel Roth
P. E. - Clint Simmons	P. E. - Clint Simmons	<b>Middle School (6-8)</b>
K-5 Music - Janae Liberty	K-5 Music - Janae Liberty	ELA- Skyler Jenkins, Molly Mills
6-8 Music - Caitlin Houdek	6-8 Music - Caitlin Houdek	Math - Becky Jasa
Band - Tim Meyer	Band - Tim Meyer	Science - Scott Schaefer
Art - Emily Broadwell	Art - Emily Broadwell	Social Studies - Jake Ritzdorf
Spanish - Tami Johnson	Spanish - Tami Johnson	Technology - Randa Felske
	Title One - Matt Stepanek	P. E. - Haley Beckstead
School Psychologist - Jackie Engel	School Psychologist - Jackie Engel	Music - Desma Hamilton
SLP - Sarah Haag	SLP - Sarah Haag	Band - Tim Meyer
		Art - Emily Broadwell
		Spanish - Tami Johnson
		School Psychologist - Casie Olsen
		SLP- Brooke Hendricks





TM

# **VIKINGS**

**NORTHWEST HIGH SCHOOL**

# Student Handbook

## 2025 - 2026



*A Tradition of Excellence Since 1963...*

### Administration

Dr. Jeffrey Edwards	Superintendent
PJ Smith	Principal
Marty Moser	Assistant Principal/9 <sup>th</sup> Academy
Cindy Wells	Activities/Athletic Director
Bill Bombeck	Assistant Principal

#### NON-DISCRIMINATION STATEMENT

Northwest High School does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. Dr. Jeffrey Edwards, Superintendent of Northwest High School has been designated to handle inquiries regarding complaints, grievance procedures or the application of policies of non-discrimination. Students and parents who have questions regarding Northwest High School's educational programs, extra-curricular activities, school procedures and or policies stated in this handbook should contact the Central Office at 385-6394.

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## ARTICLE 1: MISSION AND PURPOSE OF HANDBOOK



### Section 1: MISSION STATEMENT

At Northwest Public Schools our mission is to connect students, educators, and the community to inspire a passion for knowledge, creativity, and social responsibility. We strive to empower all learners to grow academically, socially, and emotionally, preparing them to thrive in an ever-changing world.

### Section 2: NORTHWEST PUBLIC SCHOOL CORE VALUE STATEMENTS, WE WILL:

1. Establish a learning community where every individual is valued, respected, involved, and supported by modeling compassion, integrity, flexibility, and kindness.
2. Empower students to take ownership of their learning by utilizing evidence-based instructional strategies that promote autonomy, self-regulation, and engagement.
3. Provide every student rigorous, standards-based curricula, and create meaningful learning experiences that develop critical thinking and problem-solving skills for future success

### Section 3: WELCOME TO NORTHWEST

The Administration, faculty, and staff welcome you to another school year. Our philosophy is to accept each of you at your level of maturity, capacity and achievement and to help you acquire the skills and knowledge which will enable you to provide for your own needs and to share in providing for the needs of others. You are urged to define your goals, plan a course of action, and concentrate your efforts on achieving the maximum benefits from your high school experience.

We encourage you to refer to and become familiar with this student handbook. It has been approved by the Board of Education, School District #82. Please remember that as a citizen of this school, you are expected to follow rules and regulations that have been established for the welfare of the entire student body.

### Section 4: PURPOSE OF THE STUDENT HANDBOOK

Northwest High School recognizes that differences, disputes and conflicts among students and between students and staff members may occur. The school also recognizes that individual student rights and responsibilities must be clearly defined so that an orderly process for discussing and resolving these differences may be established. All students have the right to be respected as individuals, to receive the benefit of all school services, to attend a school which is clean, comfortable, safe, and adequately equipped, to have a framework for student government which indicates areas of student involvement, to express him or herself so long as the rights of others are not violated in the process, to have access to printed copies of school regulations, and to expect rules to be reasonable and consistently applied. Students are responsible for knowing and complying with school rules, for respecting and submitting to the authority of school staff, for applying themselves to the best of their ability to learning tasks assigned, for attending school regularly and punctually, for using school facilities in a way which conserves their continued usefulness. A positive school climate is dependent on the attitude, effort and success of each individual student. This handbook is designed as a guide for promoting greater understanding and cooperation among students, faculty and staff, and to provide a positive educational environment.

## ARTICLE 2: INFORMATION

### Section 1: STAFF DIRECTORY

#### School Board

Dan Leiser  
Zach Mader  
Robin Schutt  
Artie Moeller  
Aaron Buhrman  
Paul Mader

President  
Vice-President  
Secretary  
Treasurer  
Member  
Member

**Superintendent's Office**

Dr. Jeffrey Edwards  
 Natalie Nielsen  
 Nicole Renz  
 Chelsie Van Buskirk  
 Jeanette Ramsey  
 Tara Retzlaff

Superintendent  
 Business Manager  
 District Office Secretary  
 District Office Secretary  
 Curriculum/Instruction/Assessment Director  
 Director Of Special Services

**385-6398**  
 jedwards@ginorthwest.org  
 nnielsen@ginorthwest.org  
 nrenz@ginorthwest.org  
 cvanbuskirk@ginorthwest.org  
 jramsey@ginorthwest.org  
 tretzlaff@ginorthwest.org

**Central Office**

PJ Smith  
 Bill Bombeck  
 Marty Moser  
 Brenda Dunn  
 Ann Beckmann  
 Kasie Hudnall

Principal  
 Assistant Principal  
 Assistant Principal  
 Registrar/Freshman/Counselor Secretary  
 High School Secretary  
 High School Secretary/SPED Secretary

**385-6394**  
 psmith@ginorthwest.org  
 bbombeck@ginorthwest.org  
 mmoser@ginorthwest.org  
 bdunn@ginorthwest.org  
 abeckmann@ginorthwest.org  
 khudnall@ginorthwest.org

**Activity Office**

**Cindy Wells**  
 Ann Beckmann

Activities/Athletic Director  
 Activities Director's Secretary

**385-6387 ext 5144**  
 cwells@ginorthwest.org  
 abeckmann@ginorthwest.org

**Counseling and Guidance**

Melanie Smith  
 Lori Merritt

Guidance Counselor  
 Guidance Counselor

**385-6391 ext 5117**  
 msmith@ginorthwest.org  
 lmerritt@ginorthwest.org

**Support Services**

Brian Gibson  
**Brad Durand**  
 Heather Callihan  
 Katrina Rother  
 Tammy Kuhl  
**Chad Pieper**  
**Arlene Galvan**

Technology Coordinator  
 Technology  
 Technology Integration  
 Library & Media  
 School Nurse  
 Head of Maintenance  
 Food Service Manager

bgibson@ginorthwest.org  
**bdurand@ginorthwest.org**  
 hcallihan@ginorthwest.org  
 krother@ginorthwest.org  
 tkuhl@ginorthwest.org  
**cpieper@ginorthwest.org**  
**agalvan@ginorthwest.org**

**Fine Arts**

Jared Hansen  
 Shawn Pfanstiel  
 Jeffrey Vyhldal  
 Beau Studley

Vocal Music  
 Instrumental Music  
 Vocal Music  
 Art

jhansen@ginorthwest.org  
 spfanstiel@ginorthwest.org  
 jvyhldal@ginorthwest.org  
 bstudley@ginorthwest.org

**Foreign Language**

Tara Martin  
 Meredy Ernstmeyer  
 Janet Burger

Spanish  
 Spanish  
 Spanish

tmartin@ginorthwest.org  
 mernstmeyer@ginorthwest.org  
 jburger@ginorthwest.org

**Language Arts**

Robby Collins  
 Jessica Mews  
 Julia Detaksone  
 Ronelle Kilmer  
 Darbie Mazour  
 Natalie Starostka  
**Christine Mendyk**

English  
 English  
 English  
 English & Yearbook  
 English  
 English  
 English

rcollins@ginorthwest.org  
 jmews@ginorthwest.org  
 jdetaksone@ginorthwest.org  
 rkilmer@ginorthwest.org  
 dmazour@ginorthwest.org  
 nstarostka@ginorthwest.org  
**cmendyk@ginorthwest.org**

**Math**

Kristin Caspar  
 Kristen Welch  
 Lindsey Harders  
 Tim Koehn  
 Trisha Paul  
 Kristen Damman

Mathematics  
 Mathematics  
 Mathematics  
 Mathematics  
 Mathematics  
 Mathematics

kcaspar@ginorthwest.org  
 kwelch@ginorthwest.org  
 lharders@ginorthwest.org  
 tkoehn@ginorthwest.org  
 tpaul@ginorthwest.org  
 kdamman@ginorthwest.org

**Physical Education/Health**

Jess Herrmann  
 Troy McNeil  
 Kevin Stein  
 Brandon Harrington

Health & Physical Education  
 Strength Training  
 Health & Physical Education  
 Health & Physical Education

jherrmann@ginorthwest.org  
 tmcneil@ginorthwest.org  
 kstein@ginorthwest.org  
 bharrington@ginorthwest.org

**Natural & Physical Science**

Thomas Sullivan	Science	tsullivan@ginorthwest.org
Leah Borer	Science	lborer@ginorthwest.org
Anthony La Rosa	Science	alarosa@ginorthwest.org
Scott Johnson	Science	sjohnson@ginorthwest.org
Jennifer Verba	Science	jverba@ginorthwest.org

**Social Science**

Dylan Nicol	Social Studies	dnicol@ginorthwest.org
Russ Moerer	Social Studies	rmoerer@ginorthwest.org
Joel Nelson	Social Studies	jnelson@ginorthwest.org
Mike Saddler	Social Studies	msaddler@ginorthwest.org
Evan Swanson	Social Studies	eswanson@ginorthwest.org

**Special Programs**

Andrew Armstrong	Special Education	aarmstrong@ginorthwest.org
<b>Ted Evans</b>	<b>Special Education</b>	<b>tevans@ginorthwest.org</b>
Adam Brown	Alternative Education	abrown@ginorthwest.org
Brian Sybrandts	Alternative Education	bsybrandts@ginorthwest.org
Leah Yost	Special Education	lyost@ginorthwest.org
Brenna Journey	Special Education	bjourney@ginorthwest.org

**Career And Technical Education**

Katie Hornung	Agriculture	khornung@ginorthwest.org
Jason Harb	Industrial Technology	jharb@ginorthwest.org
Stephen Spiehs	Industrial Technology	sspiehs@ginorthwest.org
John Hadenfeldt	Industrial Technology	jhadenfeldt@ginorthwest.org
Elise Kreikemeier	Industrial Technology	ekreikemeier@ginorthwest.org
Tami Nelson	Family and Consumer Science	tnelson@ginorthwest.org
Derek Lindsey	Health Science	dlindsey@ginorthwest.org
Matt Hinkel	Business	mhinkel@ginorthwest.org
Lori Cooper	Career Education and Internship Coordinator	lcooper@ginorthwest.org
Bryce Harrington	Business	brharrington@ginorthwest.org
Noah Journey	Business	njourney@ginorthwest.org
Kyle Carder	Business, Careers	kcarder@ginorthwest.org

**Section 2: ACTIVITIES AND ORGANIZATIONS**

Art Club	Beau Studley
Band	Shawn Pfanstiel
Cheerleaders	Emily Rush
One Act	Robby Collins
FBLA	Lori Cooper
FCCLA	Tami Nelson
FFA	Katie Hornung
Honor Society	Katrina Rother
Jazz Band	Shawn Pfanstiel
Yearbook	Ronelle Kilmer
<b>Letterwinners</b>	<b>Cindy Wells</b>
Musical	Jeffrey Vyhldal
Speech	Brian Gibson
Student Council	Darbie Mazour
Show Choir	Jeffrey Vyhldal
Northwest Dance Team	Jordan Eickhoff
Vocal Music	Jeffrey Vyhldal
Quiz Bowl	Katrina Rother
Mock Trial	Brian Gibson
eSports	Matt Hinkel

**Section 3: CLASS SPONSORS**

Junior Class	Tara Martin/ Mike Saddler
Senior Class	Brenda Dunn/Darbie Mazour

**Section 4: ATHLETICS**

Baseball	Co-op with GISH
Basketball, Boys	Evan Swanson
<b>Basketball, 9<sup>th</sup> Boys</b>	<b>Jed Walford</b>
Basketball, Girls	Derek Lindsey
Basketball, 9 <sup>th</sup> Girls	Jess Herrmann
Bowling, Boys	Nikki Bradley
Bowling, Girls	Scott Bradley
Cross Country, Girls & Boys	Joel Hope
Football	Kevin Stein
<b>Football, 9<sup>th</sup></b>	<b>Dylan Nicol</b>
Golf, Girls	Diane Rouzee
Golf, Boys	Jake Herrmann
Softball	Mitch Sadd
<b>Soccer, Girls</b>	<b>Molly Nicol</b>
Soccer, Boys	AJ Armstrong
Swimming, Girls & Boys	Co-op with GISH
Tennis, Girls & Boys	Co-op with GICC
Track, Girls & Boys	Brandon Harrington
Unified Bowling	Nikki Bradley
Volleyball	Lindsey Harders
<b>Volleyball, 9<sup>th</sup></b>	<b>Samantha Brezack</b>
Wrestling, Boys	Brian Sybrandts
Wrestling, Girls	Jeff Paige

**Section 5: DIRECTORY FOR QUESTIONS OR CONCERNS**

<b><u>Question or Concern</u></b>	<b><u>Who to Contact</u></b>
Academic Concerns	Teachers & Counselors
Activities /School Insurance	Activities Director
Appeals, Complaints	Central Office, Principal
Career & College Information	Counselor's Office
Check Out/Admit Slips	Central Office
Class Schedules/Registration	Counselor's Office
Grades & Transcripts	Counselor's Office
Illness/Injury	Nurse
Library	Media Office, Mrs. Rother
Locker Problems	Central Office
Lost & Found	Central Office
Lunch Money	Central Office
Personal Issues/Concerns	Counselor's Office
Problems with Other Students	Central Office, Assist Prin
Student Telephone	Central Office
Report Theft/Vandalism	Central Office
Transfer Withdrawal	Counselor's Office

*Please go to or call (385-6394) the Central Office if you have a question and are not sure who to ask.*

## NORTHWEST PUBLIC SCHOOLS 2025-2026 District Calendar

### AUGUST

- 11-13 Staff Inservice
- 14 1st Day of School

August 2025						
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						

September 2025						
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				

### SEPTEMBER

- 1 No School Labor Day
- 24-25 PT Conferences
- PK-12 - 2 PM Dismissal
- 26 No School

### OCTOBER

- 16 End of 1st Quarter
- K-8 No School
- 9-12 Noon Dismissal
- 17 No School

October 2025						
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	

November 2025						
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

### NOVEMBER

- 7 No School - Staff Inservice
- 26-28 No School - Thanksgiving

### DECEMBER

- 19 End of 2nd Quarter
- 22-31 No School Winter Break

December 2025						
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 2026						
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

- 1-2 No School Winter Break
- 5 No School Staff Inservice
- 6 Second Semester Begins
- 19 No School Staff Inservice

### FEBRUARY

- 18 PT Conferences 9-12
- 2 PM Dismissal
- 18-19 PT Conferences K-8
- 2 PM Dismissal
- 20 No School

February 2026						
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

March 2026						
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				

### MARCH

- 13 No School
- 19 End of 3rd Quarter
- K-8 No School
- 9-12 Noon Dismissal
- 20 No School

### APRIL

- 3 No School
- 6 No School
- 23 9-12 No School
- 27 No School Staff Inservice

April 2026						
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 2026						
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					

### MAY

- 10 Commencement 2:00
- 15 High School Noon Dismissal
- K-8 Field Day
- 21 Possible Last Day - Noon Dismissal
- 22 Staff Inservice

### JUNE

- 28-30 Moratorium

June 2026						
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					

July 2026						
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					

### JULY

- 1-5 Moratorium

School Hours
Grades K-8
Monday - Friday 8:00 a.m. - 3:15 p.m.
Wednesday 8:00 a.m. - 2:00 p.m.
High School
Monday - Friday 8:10 a.m. - 3:30 p.m.
Wednesday 8:10 a.m. - 2:25 p.m.



Contact Information	
District Office	308-385-6398
Cedar Hollow	308-385-6306
1R School	308-385-6352
St Libory	308-687-6475
Northwest High School	308-385-6394

Adopted February 2025

## ARTICLE 3: DAILY PROCEDURES AND GUIDELINES

### Section 1: DAILY BELL SCHEDULES

Period	Mon, Tues, Thurs, Fri	Wednesday	12:39 Dismissal	12:00 Dismissal	Late Start	2:00 PM Dismissal
Per 1	8:10-8:54	8:10-8:49	8:10-8:40	8:10 – 8:35	10:00 - 10:34	8:10-8:46
INT	8:58-9:28	No Intervention	No Intervention	No Intervention	No Intervention	No Intervention
Per 2	9:32-10:16	8:53-9:32	8:44-9:14	8:39– 9:04	10:38 - 11:12	8:50-9:26
Per 3	10:20-11:04	9:36-10:15	9:18-9:48	9:08 – 9:33	11:16 - 11:50	9:30-10:06
Per 4	11:08-11:52	10:19-10:58	9:52-10:22	9:37 – 10:02	11:54 - 1:04 (Lunch)	10:10-10:46
Per 5	11:56-1:12 (Lunch)	11:02-11:41	10:26-10:56	10:06-10:31	1:08 - 1:42	10:50-11:26
Per 6	1:16-2:00	11:45-12:57 (Lunch)	11:00-11:30	10:35 – 11:00	1:46 - 2:20	11:30-12:40 (Lunch)
Per 7	2:04-2:48	1:01-1:40	11:34-12:04	11:04-11:29	2:24 - 2:58	12:44-1:20
Per 8	2:52-3:36	1:44-2:23	12:08-12:39	11:32-12:00	3:02 - 3:36	1:24-2:00

**Monday, Tuesday, Thursday & Friday Lunch** 1-11:56-12:28, 2-12:19-12:51, 3-12:41-1:12    **Wednesday Lunch** 1-11:45-12:17, 2-12:08-12:40, 3-12:25-12:57    **Late Start Lunch** 1-11:54 - 12:28, 2-12:15 - 12:49, 3- 12:30 - 1:04    **12:39 Dismissal-NO LUNCH**    **12:00 Dismissal-NO LUNCH**    **2:00 PM Dismissal Lunch** 1-11:30-12:03, 2-11:53-12:26, 3-12:07-12:04

### Section 2: ADVISEMENT/INTERVENTION PERIOD

Intervention will run Monday, Tuesday, and Thursday, unless there is an early dismissal or a late start. Intervention is a period in which teachers can reteach concepts students are struggling with. It is also a period in which retakes and other make-up assignments can be done. Friday will serve as an advisement period, which will be used in a variety of ways, such as character building lessons. Students and staff may still use Friday for intervention as well.

### Section 3: STUDENT PERSONAL PROPERTY

Gym bags may be brought into the school building, but are prohibited in classrooms. Backpacks may be brought into the classroom provided that they are not a distraction or a disturbance. **Students should bring a minimum amount of money to school.** Students may also check their valuables into the Central Office, P.E., and Coaches Offices. Students are encouraged to put locks on their hall lockers and are required to place locks on their P.E. lockers. Northwest High School disclaims any responsibility or liability for students’ personal property that is lost, stolen or damaged at school.

### Section 4: STUDENT HALL LOCKERS

Students at Northwest High School are assigned an individual hall and/or P.E. locker at the beginning of each year. Students should keep their books and school supplies in their individual hall locker and **NOT in the P.E. locker.** PE LOCKERS ARE FOR STUDENT PE CLOTHES AND ATHLETICS. Students assume full responsibility for items stored in their lockers as well as the general physical condition of the locker. Students are not to tape, glue, etc. anything to the inside or outside of their lockers. Students may put locks on their lockers provided they (students) give the Central Office a key or combination to the lock. All lockers assigned to students are property of Northwest High School and are subject to periodic inspection and/or search. Locker searches are only conducted when a reasonable cause or purpose exists. Northwest High School annually conducts unannounced locker inspections in conjunction with law enforcement agencies and drug dogs.

### Section 5: RESPECT FOR PERSONS AND PROPERTY

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

### Section 6: VISITORS

All visitors are required to register in the Central Office and obtain a visitor’s pass. Students from other high schools must be accompanied by a parent or guardian.

### Section 7: ILL AND OR INJURED STUDENTS

Students who become ill or experience an injury at school should report to the school nurse’s office in a timely manner. The school nurse will contact parents if a student becomes ill and needs to go home. **Students who are ill and are leaving school must report to the Central Office to check out.**

### Section 8: MEDICATION AND PRESCRIPTIONS DRUGS

Students are prohibited from having prescription or over the counter medications in their possession in school. Northwest Public Schools requires that all medications, prescriptions, and over the counter drugs that students bring to school be taken to and kept in the school nurse’s office. Any medication brought to school by students must be in its original container. Students will be able to access their medication through designated school personnel. Northwest Public Schools asks that students and parents cooperate in abiding by the school’s medication policy for the safety and well being of the entire student body. A violation of this policy may result in disciplinary action up to expulsion from school.

### Section 9: CLOSED CAMPUS

Northwest High School functions as a “closed campus.” Students are prohibited from leaving the building during their lunch period, unless the student is a senior.

Under no other circumstances are students allowed to leave the building (this includes going out to the parking lot) during the school day without obtaining permission from the Central Office and securing a pass. **Students who violate the closed campus policy will be assigned detention, in school suspension, or out of school suspension. The student parking lot is off limits during the school day except for students who have open periods or who have secured a pass from the Central Office.**

### **Section 10: CENTRAL OFFICE TELEPHONE**

There is a phone in the central office for students who need to contact home.

### **Section 11: ASSEMBLY AND AUDITORIUM GUIDELINES**

All students are required to attend assemblies periodically throughout the year. Students attending assemblies are required to sit with their class when escorted by their classroom teacher. Drinks and food are prohibited in the Auditorium at all times.

### **Section 12: PEP RALLIES**

Pep rallies are held periodically throughout the year to support Northwest High School's athletes, cheerleaders and coaches. Approximately twenty minutes are allowed for each pep rally. Students are required to attend all pep rallies.

### **Section 13: POP, DRINKS, FOOD AND SNACKS**

See Classroom rules and policies

### **Section 14: BUILDING ENTRY AND MOVEMENT**

The doors to the school open up at 7:15. Please do not bring your child to school before that unless they are leaving for an activity. There will be minimal supervision at the school until 7:45. Students need to stay in the main hallway until 7:45. Students may go into classrooms to receive support in a class at 7:45 AM when teachers arrive.

### **Section 15: HALL CONDUCT**

Students should walk at all times, use a subdued voice, and keep hands, feet, and objects to oneself.

### **Section 16: MEDIA CENTER GUIDELINES**

The Media Center is available to students throughout the school day except during lunch period. Media Center materials and or resources may only be removed from the Media Center with the permission of the media specialist. Reference books may only be used in the Media Center. Library books may be checked out for a period of four weeks and should be returned promptly. Students who lose or damage school materials are responsible for making restitution. Students who pay restitution and find books that were lost, will have their money refunded less late fines. A ten-cent a day fine is imposed for returning materials late. Students who have outstanding Media Center fines will have their academic credits and or report cards withheld until fines are paid. Computers in the library are to be used for educational purposes only and should be used in accordance with the school's student electronics resource policy (i.e. games, e-mail prohibited). The Media Center is not to be used as a hallway during passing periods.

### **Section 17: STUDENT AUTOMOBILE REGISTRATION AND PARKING**

All Northwest High School students are expected to follow all state and local laws regarding the operation of all motor vehicles on or near school property. **The speed limit on school grounds is 15 M.P.H.** One-way traffic should be observed when entering and leaving the parking lot. Students who park their cars in reserved areas; bus zones, no parking zones, fire zones, gated south lot, red dot teacher stalls and or along the north and east sidewalks are subject to having their vehicles towed at their own expense. Loitering or cruising the lot before or after school is prohibited. **Student's who drive to school should park their cars on arrival and proceed into the building. The parking lot is off limits to students during the school day. Students who violate the school's driving and or parking policies may have their driving and or parking privileges on school property revoked, and or face disciplinary sanctions up to suspension.** All students who drive to school are required to register their vehicles in the Central Office. Registering vehicles helps school officials in dealing with theft, vandalism, accidents, and lights left on etc.

### **Section 18: SCHOOL DANCE GUIDELINES**

Students attending school sponsored dances on or off school premises are expected to abide by all school policies regarding student conduct. **Specific guidelines pertaining to school dances include:**

1. Random breath alcohol screens will be given at all dances. Law enforcement officials and or parents will be contacted when school officials suspect a student is under the influence of alcohol or a controlled substance.
2. Students attending dances must remain inside the building. Students who leave the building will not be readmitted to the dance.
3. Only Northwest students and their guests are permitted to attend school dances. All out of school guests attending school sponsored dances must be registered and approved by an administrator in the Central Office prior to attending the dance. Students may bring one out of school guest to a school dance.
4. Outside entrance doors will be locked one hour after the start of the dance. No one will be admitted to the dance after the doors are locked unless prior arrangements have been made with a school administrator.
5. Student conduct at school dances shall be governed by policies stated in the Student Handbook. In addition school officials reserve the right to restrict or prohibit conduct by anyone attending a school dance that interferes with school purposes. This includes but is not limited to conduct, dress, music, dance, language, etc.
6. Attendance at school dances is limited to students in grades nine through twelve or persons under 20 years of age.
7. Dancing guidelines include:
  - a. No touching when dancing back to front.
  - b. No touching of breasts, buttocks or groin area.
  - c. When dancing, feet are to remain on the floor and hands off the floor.
  - d. No actions deemed inappropriate or unsafe, such as mosh pits, etc.

Students who violate school policies or dance rules will be asked to leave and may be barred from attending future dances or other school extra curricular activities. Students may also face disciplinary sanctions as stated in the student handbook as well as being reported to law enforcement. Parents will be contacted when a student is removed from a dance.

### Section 19: SECURITY CAMERAS

Northwest High School utilizes surveillance cameras inside the building and outside on school grounds to improve school safety and security. Students may request that security camera footage related to incidents of theft, vandalism, accidents, incidents etc. be reviewed in the Central Office.

## ARTICLE 4: ATTENDANCE

### Section 1: ATTENDANCE

Every person residing in a school district within the state of Nebraska who has legal or actual charge or control of any child seven or more years of age and under sixteen years of age, shall cause each child to attend school regularly. This includes public, private, denominational, or parochial schools each day that such schools are open and in session except when excused by school authorities, or unless such child has graduated from high school. The school term shall not be less than one thousand eighty instructional hours in any high school. Nebraska State Law prohibits students under the age of eighteen from quitting school without written consent from their parents. Regular attendance and punctuality to class are essential for promotion and success in school. Students who are absent from school need to have a parent or guardian call the school office before 9:00 A.M. (385-6394) on the day of the absence. Parents/guardians may also call between the hours of 5:00 P.M. and 7:00 A. M. and leave a message regarding their son or daughter being absent. Parents or Guardians who are unable to call the school need to send a written note to school confirming their son's or daughter's absence. Students absent from school are responsible for informing their parents and having their parents call the Central Office.

#### Student attendance codes:

A	Absent
ILL	ILL (no dr. note but was called in sick)
EXP	Expulsion
CV	College Visit
T	Tardy
VT	Verified Tardy (parent call in)
D	Doctors Excused (requires note from doctor)
SA	School Activity
C	Court (requires court documentation)
V	Verified (parent called in)
F	Funeral
N	Nurse
ISS	In-School-Suspension
OSS	Out-Of-School-Suspension
U	Unverified
AA	Administrative Approval
W	Weather Related absences

School starts at 8:10 a.m. and dismisses at 3:36 p.m. Students are prohibited from being in classrooms/locker rooms prior to 8:00 A.M. and or after 4:00 P.M. unless they are under a teacher's direct supervision. Students who arrive after 8:10 a.m. must check in at the Central office to avoid being counted as absent or truant. Students who leave the building during the day for any reason must check out in the Central Office. **If a student arrives late to school, he/she must check into the office before reporting to class.**

### Section 2: BOARD OF EDUCATION POLICY

Any student who does not attend school for at least ninety percent (90%) of the time shall be considered as failing, except for students who have a major illness, are recovering from an accident, are recuperating from surgery, and or are under a doctor's care. Absences related to school activities, suspensions, court appearances, bad roads and funerals are excluded from a student's absence total when considering revoking class credits. When a student exceeds ten (10) absences in a semester, academic credit may be denied. Students, parents and or guardians who disagree with denial of credit may file a grievance and present evidence to support their contention that the individual situation deserves special consideration.

### Section 3: EXCESSIVE ABSENTEEISM

Excessive absenteeism refers to any student that is absent 5 days or more per quarter. Such absences shall be determined on a per class basis. Northwest may use excused and unexcused absences to calculate this total. The following procedures will act as a guide for Northwest to address excessive absenteeism.

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of the student.
2. One or more meetings between the school (school administrator/designee, and/or school counselor and/or social worker), the student, the student's parent/guardian when appropriate to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not limited to:
  - a. Illness related to physical or behavioral health of the child.
  - b. Educational counseling
  - c. Educational evaluation
  - d. Referral to community agencies for economic services
  - e. Family or individual counseling
  - f. Assisting the family in working with other community services.

3. If the parent/guardian refuses to participate or attend such a meeting the principal shall place documentation of such refusal in the student's attendance records.
4. Reporting Excessive Absenteeism to the County Attorney-The School may report to the county attorney of the county in which the person resides when the school efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance have not been successful, and the student has accumulated more than twenty (20) absences per year. The school will notify the student's family in writing prior to referring the child to the county attorney.
5. **At the end of each semester an attendance committee made up of school personnel will review student attendance. Students with 10 or more absences (not including funerals, doctors notes, and activities) will be under review. If credits in a class(es) are pulled, an attendance failure letter will be sent home via certified mail. A hearing request form will be mailed with this document.**

#### **Section 4: TRUANCY**

Students who are truant will be referred to the county attorney and parents will be notified.

#### **Section 5: TARDIES**

Students shall be considered tardy if they are not in their classrooms or assigned places when the tardy bell rings unless excused by authorized permission. Students who miss 20 or more minutes of class due to tardiness will be recorded as absent for that period and not tardy. If students are tardy to 1st period (after 8:10 AM) they should report to the Central Office to receive a Tardy Pass. Students who are tardy to any class due to a conference with a faculty member will be responsible for getting a pass from that faculty member prior to going to their next class.

The consequences for violating the tardy policy are as follows:

1st tardy = notification from the teacher and a reminder of the tardy policy

2nd tardy = notification from the teacher and a reminder of the tardy policy

3-5 tardies - half hour detention.

6-9 tardies - one hour detention and 8 discipline points will be given for each detention. Parents will be notified at the 6th tardy.

10 tardies - a 1 day in school suspension will be given and 8 discipline points. .

Any further tardies will result in more severe disciplinary action as assigned by the administration in addition to a conference with the parents.

**Tardies reset to 0 at the beginning of a new semester.**

#### **Section 6: MAKEUP WORK**

When a student is absent, it is the student's responsibility to contact his or her teachers for assignments that were missed during an absence. Students will be allowed twice the amount of time missed during an absence (no credit and truant absences excluded) to make up schoolwork that was missed due to illness, illness in the family, death in the family, medical appointments, or emergency situations when a student is needed at home. Work assigned prior to an absence is expected to be completed on time. Students who will be absent two or more days may call the Central Office for their school assignments.

#### **Section 7: SCHOOL SPONSORED ACTIVITIES AND ATTENDANCE**

Students participating in school activities must be in school and on time the day of an activity and the morning after a night activity. Students are prohibited from participating in activities on days they are absent. Students must be in attendance periods 5, 6, 7 and 8 the day of a scheduled activity to be eligible to participate. The administration reserves the right to make all decisions in extreme or unusual circumstances regarding the ability of a student to participate in an activity. Students who miss a class because of their participation in school activities will be required to submit their assignment as requested by their teacher following the activity. Failure to turn in the assignment may result in a reduction of the student's grade for the day missed.

Northwest High School provides transportation to and from activities. All members of an activity will travel to, and return from, an activity on school provided transportation. Students may ride home from a school activity with their parents by having a parent sign the release form, which the coach will have at events. The student's parent must also gain permission from the sponsor involved by speaking to him/her personally.

Students not participating in school activities must have parent permission to attend school activities during the school day.

#### **Section 8: COLLEGE VISITS**

Students are allowed 1 college visit per semester their Junior and Senior year of High School. A parent must call in and inform the school of such a visit. This visit will be excused and not count towards their attendance record.

#### **Section 9: FUNERALS**

Students are allowed the following excused absences for funerals:

Friend/Family Acquaintances (In State) - 1 day

Immediate Family (In State) - 3 days

Out of state Immediate family - 5 days

## ARTICLE 5: DISTRICT AND PERSONAL TECHNOLOGY

### Section 1: COMPUTER AND ELECTRONIC RESOURCES POLICY

It shall be the policy of Northwest High School to provide educational and curriculum related opportunities to students and staff of the District by providing telecomputing services through the Internet. Use of the Internet is accompanied by ethical and legal responsibilities to ensure that this powerful resource is not misused. Those responsibilities include, but are not limited to: using only one's individual password and account identification; observing copyright laws pertinent to commercial material; using the network only for school and education-related activities; not purposefully introducing materials or programs that disrupt other public or private computer systems, files, or messages. All staff and students shall adhere to all laws and policies governing computer use, including but not limited to copyright laws, software publisher rights, license agreements and students' rights to privacy as created by federal and state law.

Internet access is available to Northwest High School students and staff. This access offers diverse and unique resources throughout the world. This service is intended to promote educational excellence by facilitating resource sharing, innovation, and communication.

Internet access will allow students and staff to explore libraries, databases, and bulletin boards while exchanging messages with other Internet users. Material which may not be considered to be of an educational value for a school setting may be available for access by students on the Internet. The valuable information which can be obtained and communication which can occur far outweigh any disadvantages. Students may be provided limited access to specific resources available on the Internet within a supervised classroom environment. Parents and others responsible for minor children are responsible for setting and conveying the standards that their children should follow when using media and information sources. Each family's right to decide whether or not to apply for access shall be respected.

Internet access is coordinated through a complex association of government agencies, regional and state networks. It is necessary that all users adhere to terms and conditions to ensure smooth network operation. Since the Internet will be used as part of the Northwest High School instructional program, conduct will be subject to the school's code of conduct and responsibility for individuals, the school, and the district. The terms and conditions for use are provided so that all will be aware of the responsibilities which accompany the privilege of use. This privilege requires efficient, ethical, and legal utilization of network resources. If a Northwest High School user violates any of these provisions, their account with the Internet will be terminated and future access may be denied.

### Section 2: POLICIES REGULATING STUDENT USE OF THE INTERNET

Use of the Internet shall be limited to support of education and research consistent with the educational objectives of Northwest High School. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use of the schools Internet for personal profit, advertisement, and/or political lobbying is prohibited.

**Privileges** - The use of the Northwest High School computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, system administrators will determine what is appropriate and inappropriate use and their decisions are final. System administrators may close a student's electronic account at any time. The administration and staff of Northwest High School may request the system administrator to deny, revoke, or suspend a student's Internet account. School Administrators and/or teachers will determine consequences for students who use the Internet inappropriately. Consequences could include loss of computer privileges, detention, in school and/or out of school suspension.

**Network Etiquette** - Students shall abide by the accepted rules of network etiquette. These include but are not limited to the following: 1. Be polite and use appropriate language, 2. Do not reveal your personal address or phone number or those of students or colleagues, 3. electronic mail (E-Mail) is not guaranteed to be private, 4. Do not use the network to disrupt the use of the network by other users, 5. Keep your account password private and log off the network after each use, 6. All activity involving your account is your responsibility.

**Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy any hardware, software, or data belonging to the school or another user. This includes the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.

**Security** - Students must notify a system administrator when they can identify a security problem on the Northwest High School network. Students are prohibited from using another individual's or system administrator's account to log onto the Internet. Any student identified as a security risk or having a history of problems with other computer systems and networks may be denied individual Internet access.

**Account Information** - Students may be required to update service registration and account information. Students must also notify Northwest High School of any changes in Internet account information.

**Indemnity** - Northwest High School makes no warranties of any kind, whether expressed or implied, for the Internet service. Northwest High School will not be responsible for damages students suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Northwest High School will not be responsible for any financial charges incurred by an account user or someone else using the account. Use of any information obtained via the Internet is at a student's own risk. Northwest High School specifically denies any responsibility for the accuracy or quality of information obtained through Internet Services.

### Section 3: SOCIAL MEDIA POLICY

- Social networking sites and resources such as, but not limited to, Facebook, YouTube, Twitter, Instagram, etc., can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided certain guidelines are followed:
  - Follow the handbook etiquette guidelines and the school's code of conduct and Responsible Use Agreement when posting online. What is inappropriate in the classroom is also inappropriate digitally.
  - Be aware of intellectual property guidelines and permissions when using pictures or other online content. It is a violation of copyright law to copy words or images without proper attribution or permission.
  - If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately (during school hours).
  - All student online activity must be in compliance with the district's Responsible Use Agreement.
  - Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used.
- Northwest Public Schools strives to teach and model positive online activity and responsible digital citizenship. This includes:
  - Stressing the importance to staff and students of building a positive online presence.
  - Integrating digital citizenship instruction and modeling across the curriculum.
  - Using social media to promote learning.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, as noted in the Code of Conduct section within the Activities Handbook.

### Section 4: PERSONAL ELECTRONIC DEVICE POLICY

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

#### Definitions.

1. "Electronic devices" include, but are not limited to, cell phones, iPads, iPods, cameras, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
2. "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - a. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - b. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or
  - c. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

#### Possession and Use of Electronic Devices

Electronic Communication Devices and Cell Phones. All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy.

#### Violations Regarding Electronic Devices

1. Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) It shall be a violation of student conduct rules to record the image or voice of another person with an electronic device, without the express permission of the person recorded, while on school grounds, at a school activity or in a school vehicle, other than recording of persons participating in school activities that are open to the public.

It shall further be a violation of student conduct rules to fail to promptly delete such a recording following the request of the person recorded; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

2. **Disposition of Confiscated Electronic Devices:** Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i)**First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. A personal electronic device shall remain in the possession of the school administration until the end of the school day until the student has served 1 hour detention. School issued devices shall be subject to modification of the functionality and/or limited access to use of such device.

(ii)**Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and the school principal or assistant principal. A personal electronic device shall remain in the possession of the school administration until such time as the student shall serve a minimum of two hours of detention. School issued devices shall be subject to modification of the functionality and/or limited access to use of such device.

(iii)**Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action , consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and the school principal or assistant principal. The personal electronic device shall remain in the possession of the school administration until a parent arrives at school to pick up the device. The device will be left at home or checked into the office when brought to school for the remainder of the semester. The student will also serve detention(s) or serve in school suspension, depending on the nature of the event. School issued devices shall be subject to modification of the functionality and/or limited access to use of such device.

(iv) **Fourth Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and parents called to pick up the device. The future use of all electronic devices at school will be evaluated and a determination about what, if any, access will be allowed when the student returns to school will be determined by the school administration. The student will also be serving an in school suspension or out of school suspension, depending on the severity of the situation.

**\*Students will serve an Out of School Suspension if they refuse to hand over their personal device to an administrator and will no longer be allowed to have a personal device on school property.**

3. **Penalties for Prohibited Use of Electronic Devices:** Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. This includes the sending and receiving of child pornography. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- a. Students found in possession of a "sexting" message shall be subject to out of school suspension from school. (See Rubric)
- b. Students who send or encourage another to send a "sexting" message shall be subject to out of school suspension from school. (See Rubric)

4. **Reporting to Law Enforcement:** Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

## **Section 5: RESPONSIBILITY FOR ELECTRONIC DEVICES**

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

# **ARTICLE 6: DRUGS, ALCOHOL AND TOBACCO**

## **Section 1: DRUG FREE SCHOOL AND CAMPUS POLICY**

It shall be the policy of Northwest High School Hall County School District No. 82, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, being under the influence of, use, or distribution of illicit drugs and alcohol by any student of the district during regular school hours, and or after school hours at school sponsored activities on school premises, or at school sponsored activities off school premises.

**Conduct prohibited at places and activities as herein above described shall include, but not be limited to the following:**

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.

8. The possession, use, or distribution of alcohol.
9. Possession, use or distribution of substances referred to as “look a likes” may result in the full application of disciplinary sanctions stated within this policy.
10. Being under the influence of alcohol, drugs, controlled substances, prescription medications, and or over the counter medications.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion and referral to appropriate authorities for criminal prosecution.

It shall be the policy of Northwest High School Hall County School District No. 82 to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and reentry programs. Information concerning such resources shall be presented to all students of the district.

In the event of disciplinary proceedings against any student for any district policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parent, parents or guardian concerning available drug and alcohol counseling, rehabilitation, and reentry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parents or guardian. Northwest High School, Hall County School District No. 82, shall not be responsible for any expenses incurred or services rendered in drug and alcohol counseling, rehabilitation, and reentry programs.

Board Policy relative to Drug and Alcohol Education and Prevention Program of the District Pursuant to P. L. 101-226 and 34 C.F.R., Part .86. It shall be the policy of the Northwest High School Hall County School District No. 82 to provide age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the school. It shall be the policy of the district to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the district and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the district to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district through the instruction earlier herein referred to as well as by information and consistent enforcement of the board’s policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful to both the student and district, and its educational programs.

## **Section 2: TOBACCO/ALCOHOL AND OTHER DRUGS**

As a participant in Toward a Drug Free Nebraska Program, certain training levels and standards are present in the District’s policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Any Northwest High School student who is found to be in violation of school policy, relating to the possession (including “under the influence”) use, sale, manufacture or distribution of alcohol, tobacco (including but not limited to cigarettes, cigars, and chewing tobacco), controlled substances, Vapor Products, Alternative Nicotine Products or “Look-Alike” Products intended to replicate tobacco products either by appearance or effect on school property, at school sanctioned activities, (either on Northwest High School property or at other community sites), or when being transported in vehicles dispatched by the school district may face notification of legal authorities. School administrators will file reports with the police for any student who violates the school’s No Tobacco Policy. These violations are cumulative over the span of their time at Northwest High School.

### **All sanctions or disciplinary actions will be consistently enforced according to the following guidelines:**

1. Disciplinary Actions for Use/Possession Sale or Distribution of Tobacco Products, Vapor Products, Alternative Nicotine Products or “Look-Alike” Products intended to replicate tobacco products either by appearance or effect:
  - a. First Offense: See Progressive Levels Discipline Matrix.
  - b. Second Offense: See Progressive Levels Discipline Matrix.
  - c. Third Offense: See Progressive Levels Discipline Matrix.
2. Disciplinary Action for Possession/Use/Under the Influence of Alcohol and/or Controlled Substance:
  - a. First Offense:
    - (1) The student shall be placed on a 19 day out of school suspension but shall be given the option of having the long Term suspension reduced to a five (5) day out of school suspension providing the student undergoes an evaluation for Substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluation is at the expense of the student and/or parent/guardian. The school will provide a list of agencies providing Evaluation services when requested
    - (2) If a student fails to follow treatment recommendations, the remainder of the 19 day out of school suspension shall be enforced.
    - (3) Prior to readmission the student, along with his or her parents, must meet with the Principal or his or her designee and counselor.

- (4) The involved student shall be ineligible to participate in any co-curricular activities during the suspension.
- b. Second Offense: The student will be placed on a 5 day out of school suspension pending a recommendation for expulsion for the remainder of the current semester.
- 3. Disciplinary Actions for Students Selling, Giving, or Exchanging Alcohol and/or Controlled Substance:
  - a. First Offense: The student will be placed on a 5 day out of school suspension pending a recommendation for expulsion pending a recommendation for expulsion for the remainder of the current semester.

**Section 3: PERFORMANCE ENHANCING DRINKS, DRUGS AND SUPPLEMENTS**

Students are prohibited from possessing or using any performance enhancing substance on school property or at any home and or away school activity. This includes any drug, medication, pill, liquid, steroid, etc that is taken solely for performance enhancing purposes. Students who violate the school’s “No Use Policy” for performance enhancing substances may face disciplinary sanctions up to and including out of school suspension, expulsion, and or being declared ineligible for school activities or athletics.

**Section 4: MANDATORY DRUG TESTING POLICY**

**MISSION STATEMENT**

The Board of Education for Northwest Public Schools values students’ participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use.

Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and nicotine products.
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

For complete details regarding the Mandatory Drug Testing Policy please refer to the Activities Handbook.

**Section 5: DRUG AND ALCOHOL REHABILITATION RESOURCES**

A list of drug and alcohol treatment services within a one hundred mile radius of Grand Island is available to parents and students in the school’s Central Office.

**ARTICLE 7: STUDENT CONDUCT, EXPECTATIONS, RULES AND REGULATIONS**

**Section 1: STUDENT DISCIPLINE POLICY**

Northwest High School strives to develop and maintain a system of uniform discipline that encourages the positive development of a student’s self-concept and his or her ability to exercise self-control. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval. The Northwest High School student discipline code is based on applicable Federal & State Law.

**Section 2: SHORT-TERM SUSPENSION**

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

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

**Section 3: LONG TERM SUSPENSION**

Students may be excluded by the principal or designee from school or any school function for a period of six (6) school days but less than twenty (20) school days (long-term suspension) for conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

**Section 4: EMERGENCY EXCLUSION**

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

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

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers hereinbefore described in this subsection. The process for emergency exclusion is hereinafter set forth.

## **Section 5: EXPULSION**

**Defined.** Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in the paragraph below identified, “**Students Subject to Juvenile or Court Probation**”, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. When a student returns to school after an expulsion, the student and parent must meet with administration prior to re-enrollment. If the student was expelled during the first semester, he/she will begin the second semester with 50 discipline points.

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

**Summer Review.** 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 the 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.

**Suspension of Enforcement.** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the superintendent or designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not shall be made by the superintendent or designee.

**Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen (19) years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the superintendent or designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

## **Section 6: DETENTIONS**

Students who are assigned a detention by a teacher will serve the time with the teacher at an agreed upon time. If the student fails to show up for the detention at the agreed upon time, the teacher will call home to set up a time for the student to serve. If the student fails to show up at that time, the detention will be handed over to an administrator and the time will double. The only exception are cell phone detentions, which are served in the central office.

## **Section 7: SPECIAL EDUCATION – DISCIPLINE ACTIONS FOR SPECIAL EDUCATION STUDENTS**

Disciplinary action and or sanctions for Special Education Students shall be in accordance with School District Policy 5410.

### **Section 8: USE OF CORPORAL PUNISHMENT**

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

### **Section 9: NORTHWEST HIGH SCHOOL PROGRESSIVE DISCIPLINE PLAN**

Northwest's discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal's office for additional disciplinary measures will be disciplined according to the charts listed below. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student is disciplined by either of the principals he/she will receive a specific number of points. Any points received shall be cumulative throughout the school year. Accumulation of 100 or more points in any category or combination thereof, throughout the school year, will result in recommendation to the Board of Education for expulsion from Northwest Public Schools.

### **Section 10: DEFINITIONS/GLOSSARY OF DISCIPLINE PLAN TERMS**

**The following Definition of Terms is provided in order to help clarify inappropriate behaviors at Northwest High School.**

**Arson**-The burning of, or attempt to burn, any buildings, or part of any building, structure, or property of the school district.

**Bomb Threat**-Raising or creating any false alarm of a bomb in and to any buildings, or part of any building, structure, or property of the school district by any means or manner whatsoever.

**Bullying**-Treating another person abusively by words or actions using force or coercion.

**Careless Driving/Speeding**-Any driving which endangers oneself and one's property.

**Cheating**-To violate rules dishonestly (as on daily work or an examination).

**Detentions**-Time during the day (before or after school) when a student is required to report to a specified area to make up time. Examples of reasons would be misbehavior, tardies, lack of effort in class or classes, etc.

**Disorderly Conduct**- The unwillingness to submit to authority or refusal to respond to a reasonable request or any act that intentionally disrupts the orderly conduct of a school function.

**Disrespect to Faculty Member**-Lack of respect.

**Disruption of School/Class/Assemblies**-Examples include: Yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, disruptive objects, etc.

**Explosives, Fireworks and Foul Substances**-Any Article containing an explosive or combustible substance -including fireworks - or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another.

**Expulsion**-The term "expulsion" means disciplinary action whereby a student:

1. Is separated by the Board of Education from school attendance for a period in excess of ten (10) days.
2. Is separated from school attendance for the balance of the then current semester or current year; or
3. Suffers a penalty which automatically prevents him or her completing within normal time his or her overall course of study in any school in the school district.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities or school-provided transportation.

**Extortion/Blackmail**-The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

**False Alarm of Fire**-Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever.

**False Call**- The act of claiming the name of another person to excuse a student from class or school.

**Fighting**-The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.)

**Forgery**-The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

**Gross Misbehavior**-Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well being of others including the promotion of fighting.

**Harassment/Intimidation**-Any act of threat by force or verbalization against another person.

**Illegal Entry**-Forced entry or entry without administrative authorization into a building, room or school property.

**Illegal Explosives**-Possessing, using, threatening to use or transferring any weapon or instrument capable of inflicting bodily injury.

**Inappropriate Behavior/Gestures**-Behavior on school grounds that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, spitting, unauthorized games, littering, loitering, etc.

**Inappropriate Dress**-See Dress Code provisions delineated later in the handbook.

**Indecent Material**-The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

**Indecent Behavior** - Any act of a sexual nature that is deemed unacceptable in a school setting.

**In-School Suspension**-Any disciplinary action whereby a student is separated from class attendance, but is required to be at school. In-school suspension generally lasts from one to three days.

**Insubordination**-Disregard for the authority of a staff member.

**Knife**- a knife with blade length of 3.5 inches or less will result in an In School Suspension, a knife with a blade length of over 3.5 inches will result in an Out of School Suspension- length of suspension will be determined by administration.

**Loitering**-Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

**Long Term Suspension**-More than five school days, but less than twenty school days.

**Mandatory Reassignment**-Assignment to another educational setting.

**Member of the Administrative Staff/Designee**-A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.

**Minor Vandalism**-Intentional damage to property or materials with a value of less than \$10.00.

**Misuse of School Materials/Equipment**-Misusing and/or using school materials in an authorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, home etc. food products, etc., misuse of computer accounts or materials.

**Other School Personnel/Staff Members**-All school district employees and functionaries except teachers. The term includes, but is not limited to, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus drivers, etc.

**Physical Assault**-The act of initiating a violent physical attack against another student on school property, on a school bus or at a school sponsored event.

**Plagiarize** -To steal and pass off as one's own work without crediting the source, knowingly or unknowingly.

**Possession or Illegal Use of Weapon**-The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

**Possession/Use of Tobacco**-Smoking by any students or the possession of smoking materials (chewing tobacco) is not permitted on school property. Smoking shall be defined as being in the immediate proximity of smoking materials (chewing tobacco) and exhibiting probable suspicion of intent. NWHS Substance Abuse Policy governs this rule.

**Profanity**-The use of language that is unacceptable to school/community standards.

**Public Display of Affection**-The showing of affection that is not appropriate in the school setting (such as kissing or embracing).

**School Property**- Any building, buildings, part of any building, structure, land or property of the school district.

**Short Term Suspension**- Up to and including five school days.

**Suspension**-Any disciplinary action whereby a student is separated from school attendance for a period of ten or less days and which does not constitute an expulsion. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities, or school provided transportation.

**Theft 1**-The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$20.00 but less than \$100.00.

**Theft 2**-The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$100.00.

**Trespass**-Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart there from by members of the school staff, refusing or neglecting to depart from.

**Truancy**-The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

**Unauthorized Games in School Building** -Gambling, poker, etc. Unlawful Intimidation of School Authority Interfering with administrators, teachers or other school personnel by force or violence.

**Vandalism 1**-Destruction of school property or property belonging to another at a value greater than \$20.00 but less than \$100.00.

**Vandalism 2**- Destruction of school property or property belonging to another at a value of more than \$100.00.

**Threatening Behavior towards a staff member** -Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

**Vulgarity**-Offensive, lewd, obscene

**Section 11: PROGRESSIVE DISCIPLINE LEVELS**

Actions that are not disruptive in nature to the learning process, discipline would be the same as category 1 but without points. Failure to attend detention would result in points.

- A. Detention
- B. Detentions
- C. 1-5 Days In-School Suspension
- D. 5-10 Days In-School Suspension
- E. 1-5 Days Out-of-School Suspension
- F. 5-10 Days Out-of-School Suspension
- G. 10 Days Out-of-School Suspension
- H. Recommend Expulsion
- I. Police will be notified
- J. See Alcohol/Substance Abuse Policy

*Note: Parents will be notified at levels C through I. In-School Suspension may be substituted by the administration for Out-of-School Suspension*

<u>Offense</u>	<u>Category</u>	<u>Points</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1. Public Display of Affection	I	8	A	B	B	C	
2. Dress Code Violation	I	0 - 1st  8 Pts after first	A	B	B	C	

3. Other/No Dress out in PE/Participation in PE	I	0	A	B	B	C	
4. Sleeping in Class	II	8	A	B	B	C	
5. Disruption of class/school/assembly	II	8	A	B	C	C	
6. Parking Illegally	II	8	A	B	C	C	
7. Inappropriate Behavior/Gestures	II	8	A	B	C	C	
8. Profanity/Vulgarity	II	8	A	B	C	C	
10. Cell Phone (Confiscation)	II	8	B	B	B/C/D	C/D/E	
11. Repeated violations of Category I	II	8	A	B	C	C	
12. Tardy (See Tardy Policy)	II	8	A	B	B	B	
14. Skipping/Cutting Class	III	10	B	B	C	C	F
15. Disorderly Conduct	III	10	B	B	C	C	F
16. Failure to identify self to school officials	III	10	B	B	C	C	F
17. Indecent Material	III	10	B	B	C	C	F
19. Jeopardizing the safety of oneself or others	III	10	B	B	C	C	F
20. Leaving school grounds without permission	III	10	B	B	C	C	F
21. Lying	III	10	B	B	C	C	F
22. Misuse of school Material and Equipment	III	10	B	B	C	C	F
23. Not following request of school official	III	10	B	B	C	C	F
24. Trespassing	III	10	B	B	C	C	F
25. Skipping Assigned Detention	III	10	B	B	C	C	F
27. Other	III	10	B	B	C	D	F
28. Careless Driving/Speeding	IV	14	C	C	D	F	F
29. False Call/Forgery of Notes	IV	14	C	C	D	F	F
30. Disrespect to Faculty Members	IV	14	C	C	D	F	F
31. Other IV	IV	14	C	C	D	F	F
32. Theft 1	IV	21	E/I	E/I	F/I	G/I	G/H/I
33. Vandalism 1	IV	21	E/I	E/I	F/I	F/I	F/I
26. Use/Possession of Tobacco Products Policy	IV	21	E/I	E/I	F/I	F/I	G/I

34. Gross Misbehavior	V	21	C	D	E	G	F
35. Harassment/Intimidation/Bullying	V	21	C	D	E	G	H
36. Insubordination	V	21	C	D	E	G	H
37. Fighting	V	21	C	D	E	G	H
38. Other	V	21	C	D	E	G	H
39. Theft 2	V	28	F/I	F/I	G/I	G/I	H/I
40. Vandalism 2	V	28	F/I	F/I	G/I	G/I	H/I
41. Indecent Behavior	VI	28	F	G	G	H	H
42. Sexting	VI	28	F/I	G/I	G/I	H/I	H/I
43. Open/Persistent Defiance of Authority	VI	28	F	G	G	H	H
44. Threatening Behavior	VI	28	F	G	G	H	H
45. Physical Assault	VI	28	F/I	G/I	G/I	H/I	H/I
46. Other	VI	28	G	H	H	I	H
47. Under the influence of Alcohol/Drugs	VI	50	J/I	H/I			
48. Possession of Alcohol/Drug Paraphernalia	VI	50	J/I	H/I			
49. Extortion	VII	50	G/I	G/I			
50. False Fire Alarm	VII	50	G/I	G/I			
51. Possession of Weapon other than Firearm	VII	50	G/I	G/I			
52. Possession or Use of Firecrackers	VII	50	G/I	G/I			
53. Terroristic Threats	VII	50	G/H/I	G/H/I			
54. Other	VII	50	G/I	G/I			
55. Selling, Giving or exchanging alcohol/drugs	VII	100	H/I				
56. Arson	VIII	100	H/I				
57. Bomb Threat	VIII	100	H/I				
58. Physical Assault (School Employee)	VIII	100	H/I				
59. Possession and/use of Explosives	VIII	100	H/I				
60. Use of any instrument as a weapon	VIII	100	H/I				

61. Possession of Firearm	VIII	100	H/I				
62. Other	VIII	100	H/I				

**Section 12: SEXUAL ASSAULT, USE OF FORCE AND FIREARMS**

In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).

In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

- (1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- (2) The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.
- (3) Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such a one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

**Section 13: FIREARMS AND WEAPONS POLICY**

It shall be the policy of Northwest High School, Hall County, District 82 to undertake all reasonable efforts to prohibit the unlawful possession, knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, and or in any other way transferring the possession of a firearm/weapon to a juvenile, and to prevent the unlawful possession of a firearm/weapon in school, on school grounds, in a school owned, leased, rental vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms/weapons to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corporation, peace officers, or other duly authorized law enforcement offices when on duty or training. Further nothing in this policy shall be construed to require school action when a firearm/weapon is lawfully possessed by a person receiving instruction, for instruction under the immediate supervision of an adult instructor, or as to firearms/weapons contained within a private vehicle operated by a non-student adult when the firearm/weapons is not loaded, is encased, and is either in a locked firearm/weapon rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm/weapon and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm/weapon exposed.

Any unlawful use or possession of a firearm/weapon as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as or otherwise authorized by law.

**Section 14: SEXUAL HARASSMENT**

Sexual Harassment is defined as unwanted and unwelcome verbal or physical sexual behavior. This type of behavior is inappropriate and is prohibited in school and at all school functions. Harassment by a student may result in disciplinary actions up to and including suspension and or expulsion from school. Students should report sexual harassment to teachers, counselors and or administrators.

### **Section 15: BULLYING**

Any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive to the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing. Bullying by a student may result in disciplinary action up to and including suspension and/or expulsion. Students who are the victim of bullying or harassment, or who observe such occurring, are asked to promptly report such actions to teachers, counselors and or administrators. This policy was developed and is defined in the Nebraska statutes referenced in section 79-2, 137.

### **Section 16: POLICY / PROCEDURES TO PREVENT DATING VIOLENCE**

Northwest High School provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff. "Dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. This policy was developed and is defined in the Nebraska statutes referenced in section 79-2, 141.

### **Section 17: DESTRUCTION OR LOSS OF SCHOOL PROPERTY**

Students who lose, deface, damage, steal and or destroy school property will be required to make financial restitution and or be subject to disciplinary action, (I.E. loss of library privileges, loss of extracurricular eligibility, withholding of academic credits, detentions, in and or out of school suspension).

### **Section 18: PUBLIC DISPLAY OF AFFECTION**

Physical contact between students in school, on school grounds, or at school activities is prohibited. This includes holding hands, embracing, kissing, etc.

### **Section 19: LAW VIOLATIONS**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible. A student will not be interviewed by police until a guardian is present or the guardian gives the administration permission to sit in place of the guardian.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school officials shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Aggravated or felonious assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident.
  - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

### **Section 20: ATTIRE AND GROOMING**

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats)
- d. Head wear including hats, caps, bandannas, and scarves.
- e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- f. Clothing or jewelry that is gang related

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire,

natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

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

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

Teachers, coaches, sponsors may have additional requirements specific to their learning environment and/or activity.

The school dress code will be in effect during school hours. Students who violate the school's dress code will be required to change clothing, have their parents bring clothes to school, be assigned detention or in school suspension. Students' dress and attire should not cause embarrassment or be offensive. Student dress and attire for school activities may be relaxed by the school administration. School administrators reserve the right to deny a student admittance to an extracurricular school activity based on a student's dress and or attire. Repeated violations of the dress code will result in disciplinary actions. **Final decisions regarding student attire and grooming will be made by the Northwest School Administration.**

### **Section 21: CHEATING ON TESTS/COPYING and AI**

Students who cheat on tests, copy homework, plagiarize, text message, photograph and or scan test material, homework, research papers, etc. will receive zeros on said tests, quizzes, homework, etc. This includes students who give test answers, test material, homework, etc. to other students as well as the student receiving the material. A student may be given an alternative assignment / test, but the highest grade he / she can receive is a 50%. **The administration, in conjunction with teachers, can treat certain issues differently on a case by case basis if deemed necessary by the administration.**

#### **Responsible Use Guidance for using AI Tools**

- **AI Output Review: Always review and critically assess outputs from AI tools before submission or dissemination. Students should never rely solely on AI-generated content without review.**
- **Bias and Misinformation: Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering use in academic work.**
- **Safety & Respect: Students may not use AI tools to create or propagate harmful, misleading, or inappropriate content.**
- **Transparency: Any use of AI to aid assignments, projects, or research must be declared.**

**Usage: AI tools will be used for educational purposes only and at the discretion of the teacher. Misuse or malicious use of AI technologies will lead to disciplinary action. Strictly using AI and not properly sourcing information is considered plagiarism.**

### **Section 22: STUDENT CONDUCT AT SCHOOL ACTIVITIES**

Students attending or participating in any school activity should conduct themselves in a manner that is in keeping with all rules of student conduct as listed in the student handbook. Students who are involved in disciplinary offenses at school sponsored activities may be suspended from school by the superintendent, principal, or assistant principal. Behavior prohibited at school activities includes but is not limited to:

1. Unsportsmanlike conduct involving; visiting school teams, coaches, or delegations; his or her own school teams, coaches, representatives or officials of school contests.
  - a. Are prohibited from going onto the court or playing surfaces at any time including after the end of the game.
  - b. Should realize that school authorities will take action against anyone who disobeys rules and regulations.
  - c. Should know and demonstrate fundamentals of sportsmanship.
  - d. Should cooperate with cheerleaders.
  - e. Should exert positive peer pressure on fellow students whose conduct is unbecoming.
  - f. Should respect property.
  - g. Should respect the judgment of coaches and game officials.
  - h. Should refrain from using abusive and or profane language as well as behavior that distracts or disrupts the activity.
2. Fighting, spitballing, water-pistols, water balloons, firecrackers, noisemakers.
3. Lewd, obscene gestures, language and or behaviors.
4. Disrespect for teachers, school officials and other school employees.
5. Any behavior that interferes, distracts or disrupts the activity and or creates a disturbance among spectators.
6. Failure to comply with requests or directions given by school staff.
7. Students who violate spectator guidelines may be barred from attending future events.

### **Section 23: PROCEDURES FOR SHORT-TERM SUSPENSION**

The following procedures shall be followed with regard to any short-term suspension.

- a. The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
- c. The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
- d. Within twenty-four (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. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who, in addition to the parent or guardian, shall attend the conference.

#### **Section 24: PROCEDURES FOR LONG-TERM SUSPENSION, EMERGENCY EXCLUSION, EXPULSION OR MANDATORY REASSIGNMENT**

The following procedures shall be followed with regard to any long-term suspension, emergency exclusion, expulsion or mandatory reassignment.

- a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
- b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.
- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
  - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
  - (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
  - (3) A statement explaining the student's right to a hearing.
  - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
- d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
- f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

#### **Section 25: HEARING PROCEDURE**

- a. **Hearing Officer.** The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- b. **Administrative Representative.** The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- c. **Notice of Hearing.** If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
- d. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
- e. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.
- f. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing

officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students

- g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.
- m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **Section 26: GRIEVANCE PROCEDURE**

Individuals not in agreement with a decision made by school officials may fill out a grievance form located in the principal's office. The grievance process begins the appeal procedure.

### **Definitions:**

1. Grievance - Any claim by a student that there has been a violation, misinterpretation, or misapplication of school policies, or his/her individual rights to fair treatment of any established policy or practice. When a grievance is shared by several students, it shall be processed as a single grievance with one member acting on behalf of the entire group.
2. Days - Shall mean calendar days except weekends and school holidays. It is understood that during the summer months any change in grievance procedure timelines shall be by mutual agreement of the parties involved.
3. The grievance procedure may be amended in writing by mutual agreement of both parties with written evidence of said consent being presented by each party to the other.
4. Any grievance which is not timely processed under the conditions set forth in this procedure shall be deemed waived.

- Any student involved in a school activity may utilize the student grievance procedure if a decision of the sponsor/coach/or activities director results in suspension from such activity. Activity participation guidelines are found in the appropriate activities guideline booklet.

## ARTICLE 8: ACADEMIC ACHIEVEMENT

### Section 1: GRADUATION REQUIREMENTS

English	40 Credits	4 years
Social Science	30 Credits	3 years
(Students are required to have 5 credits of Government)		
Mathematics	30 Credits	3 years
Science	30 Credits	3 years
Practical/Fine Arts	20 Credits	
PE	5 Credits	
Health	5 Credits	
Communication	5 Credits	
Personal Finance	5 Credits	
Computer Science & Technology	5 Credits (starting with graduating class of 2028)	

All students must attain **two hundred sixty (260) total academic credits** through passing required and elective courses in order to fulfill minimum graduation requirements. Students must present evidence of **forty (40) hours of community service** completed prior to receiving their Northwest High School diploma. This represents ten (10 hours) of community service each year for grades 9 - 12. Completed community service documentation forms need to be turned into the counselor's office. Each student shall also complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

### Section 2: GRADUATION EXERCISES

Participation in this event is a privilege. Students not meeting all graduation requirements when grades are finalized on the Wednesday prior to graduation are prohibited from participating in graduation ceremonies. Students who need further education will enroll in summer school to complete the needed courses and will receive their diploma upon completion of summer school.

### Section 3: MID-TERM GRADUATION

Any student who has fulfilled the requirements for graduation by the end of his or her seventh semester of attendance may be eligible for mid-term graduation. The student must have attended Northwest Public Schools at least one full semester prior to making an application by the end of the first semester of his or her junior year to graduate mid-term, subject to administrative exception. **Mid-Term graduates will pick up their diplomas in the counselor's office after the graduation ceremony in May.** The following will apply to Mid-Term graduates:

- Mid-Term graduates are considered alumni after the first semester.
- Non-participation in extracurricular activities.
- Non-attendance of Prom/Winter Ball unless as a date.
- No Spring Graduation ceremony.

### Section 4: REGISTRATION

All students are required to register for eight classes unless otherwise approved by the Principal. Northwest operates on an eight period day. Class periods are 44 minutes in length. Students are prohibited from dropping classes or changing their class schedules after the first week of school. Students should consider the following when choosing courses:

- Fulfillment of graduation requirements.
- Variety of courses available.
- Vocational plans for the future.
- College entrance requirements.

### Section 5: GRADING POLICY

**(This policy was developed jointly by the Administrative team of NWHS and the PLC Advisory Council). These policies are expected to be adhered to and carried out by all NWHS teachers.**

#### Assessment/Daily Breakdown

There will be a 70% Assessment and 30% Daily Assignment/Assessment balance.

#### Tests and Retakes of Tests

**\*\*\*Students should be encouraged to retake tests by all teachers if they failed the test.**

**\*\*\*Only students who score below an 87% on their test may retake the test.**

**\*\*\*Some reteaching should occur before the student retakes the test.**

- Students are allowed 1 retake
- The highest grade a student can get on a retake is 87% (Administration views 87% as showing mastery of content)
- Retakes can only take place if student has completed the work deemed necessary by the teacher

- Retakes of a test should occur within 2 weeks of taking the original test. (Teacher discretion on exceptions)
- The student receives the highest of the two test grades. No averaging of tests.
- Tests must be made up prior to the taking of the next test. The student must set up a time with the teacher to take the test. If a date is not set or the student refuses to come in, he/she will take the test the day before the next test is given. A zero is not permitted on tests.

#### **Homework hand-in policy**

- All daily work or practice tests, or both must be completed to be eligible to retake a test.
- Homework can be redone to get points back. (Teacher discretion on allowing)
- All work must be completed by the test date for that unit or chapter. Any work not completed at this time will result in a zero.
- (Teacher discretion of exceptions)

#### **Section 6: GRADING SYSTEM**

All grades are given in percentages and recorded in official school documents. A percentage below 70 is failing and no credit is granted. Northwest's semester grading system is cumulative. The grade at the end of the 1st and 3rd quarter indicates academic progress to date. The semester grade continues from the percent earned in the 1st or 3rd quarter. Final grades for the 2nd and 4th quarters indicate a student's total achievement throughout the semester. Reference Board Policy 5201

Passing, "P", but not graded designation may be given to a student whose honest effort is not sufficient to warrant a passing grade. Incomplete, "I", grade gives the student 2 weeks from the end of the marking period to complete necessary coursework. If a student fails to complete work within 2 weeks, his/her grade will be figured using zeros for incomplete work. A grade of incomplete may be given to a student if he or she has make-up work to do. Incompletes are only awarded after the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

- Students may declare a Pass/Fail option for one class, one semester only. Under certain circumstances, Juniors may be allowed to take the pass/fail option with administrative approval.
- Students who utilize the pass fail option as juniors are prohibited from utilizing the pass/fail option their senior year. The pass/fail grading option only applies to weighted classes.
- Students must declare their intent to utilize the pass/fail option by the end of the first quarter for first semester and end of the third quarter for the second semester.

#### **Section 7: ELIGIBILITY/FAILING POLICY**

- Accumulative course grades will be posted in PowerSchool on Monday by 8:00am of every school week beginning the 3<sup>rd</sup> full week of each semester. The ineligibility list will start over at semester.
- The names of students who have grades below 70% will be distributed to all teachers, coaches and sponsors on Monday morning. Those who have two or more grades below 70% are considered ineligible for extracurricular activities. The first time a student will be placed on probation for that week. Each high school student will be placed on probation only once per semester.
- Those students determined to be ineligible for the week will not be allowed to compete, perform or represent the school in any extracurricular activity during the week of ineligibility. *A week is considered Monday through Monday.* Ineligible students will practice with their activity groups.
- Students who are failing a class will report for the week to that teacher during Advisement/Intervention to reconcile their failing grade. The student will first check in with their Advisement Teacher – in order for attendance to be recorded. If failing more than one class, the student will report to the class with the highest grade which appears on the eligibility list for that week. If and when the grade is rectified, the student may report back to their regular advisement teacher for the remainder of the week with the permission of both teachers, and/or, the student will report to the teacher of the next highest grade that appears on the eligibility list until that grade is rectified as well. Teachers may request that students stay after school (or make arrangements for the next day) at any time in order to provide additional assistance. Students who do not comply with these requests are subject to disciplinary action from the teacher and/or principal.**
- The list of ineligible students will be subject to review by the principal, guidance counselor, and teachers.
- Students may be ruled ineligible if they are not in good standing (Behavior, Attendance, Detention time not served)
- Eligibility standards do not apply for tryouts.
- The following areas will not be under the full jurisdiction of the weekly ineligibility list. Students who are in band or chorus will be able to perform at NWHS school music activities as long as the activity is held at the Northwest Schools, due to the fact that this performance is part of the student's grade. Examples of this are school concerts and pep band. Any performance outside of the school or hosted by Northwest such as Conference, District or State contest, and special performances such as jazz band, show choir, marching band, and musical will still follow the weekly ineligibility list. These rules and regulations do not supersede other school policies.

#### **Section 8: GRADING PERCENTILES**

**100-98 (A+) (4.0), 97-96 (A) (4.0), 95-93 (A-) (4.0).** This grade indicates the student has given evidence of genuine interest in the subject and has done work in quantity and quality far in excess of the standard set forth as a satisfactory passing mark.

**92-91 (B+) (3.0), 90-88 (B) (3.0), 87-86 (B-) (3.0).** This grade indicates the student has given evidence of an awakening intellectual interest by doing work in quality and quantity above the standards set forth for a satisfactory passing mark.

**85-83 (C+) (2.0), 82-81 (C) (2.0), 80-78 (C-) (2.0).** This is a satisfactory grade and is acceptable for admission to universities and colleges. It indicates that the student acquired the necessary ability to proceed in the subject and can use his/her ability where applicable.

**77-75 (D+) (1.0), 74-73 (D) (1.0), 72-70 (D-) (1.0).** This grade indicates the student has not acquired the necessary ability to work efficiently or use his/her ability efficiently in work for the course. This grade is the lowest passing grade.

**Below 70** indicates no credit is given toward graduation. It indicates the student has not achieved sufficient mastery skills and content to justify a passing mark.

### **Section 9: NINE WEEK REPORTS**

Student grade and attendance reports are made available to parents at the end of every nine-week period.

### **Section 10: WEIGHTED GRADES**

The following courses are considered “weighted.” A student’s final grade for a “weighted” class is increased by 10% of the actual percent grade. A student’s grade of 80% = 88% weighted. Weighted grades are used in determining a student’s grade point average, class rank, and in awarding academic letters.

AP Calculus  
AP History  
Advanced Chemistry  
Advanced American Literature  
Medical Interventions  
CCC Biology

### **Section 11: HONOR ROLL AND GRADE POINT AVERAGE**

The following courses are excluded in determining a student’s GPA:

Band	Career Exploration Project
Cooperative/Work Release	Musical Theatre
Physical Education Classes	Teacher Aide
Teacher Apprentice	Vocal Music
Courses taken for college credit only	ACT Prep
Dual credit classes taught off campus	All Online Classes

Students must receive final grades of 86% or better in all other classes/courses to qualify for Honor Roll. Honor rolls are tabulated and announced at the end of each semester.

### **Section 12: ACADEMIC LETTERS**

Students at Northwest High School may earn Academic Letters. Academic letters are awarded at Honors Convocation at the end of the school year. Students who earn academic honors are awarded a chenille letter. Academic pins are awarded to students who achieve academic letters multiple years. Students who are enrolled on a part-time basis will not be eligible to receive academic honors (for example: class rank, academic letters) except to the extent the student meets all requirements of the District’s policies for such, including attainment of minimum credits and semesters of attendance. (Board Policy 5004)

#### **Criteria for earning an academic letter:**

1. A student in 9th grade must achieve a GPA of 93% or higher at the conclusion of one semester.
2. A student in 10th grade must achieve a GPA of 93% or higher at the conclusion of three semesters.
3. A student in 11th grade must achieve a GPA of 93% or higher at the conclusion of five semesters.
4. A student in 12th grade must achieve a GPA of 92% or higher at the conclusion of seven semesters.

### **Section 13: TRANSCRIPTS**

A transcript of a student’s credits will be sent, on request to colleges, technical schools or other authorized institutions through the school’s registrar, located in the counseling office. Students and/or parents must sign a release/authorization form before the school will forward transcripts.

### **Section 14: POWER SCHOOL**

“Power School” is a student information system that allows students and parents to access a student’s grades, report cards, attendance, daily announcements, lunch balance, as well as email teachers via the internet. The school will enable access to the Parent Portal by creating an account for parents and notifying them via email. Parents can then activate this account by choosing a new password. Parents without a working email will not be able to have parent portal access. Please call the school if you need assistance with your account.

### **Section 15: STUDENT GOVERNMENT**

Students at Northwest High School are encouraged to actively participate in the Student Council. Student Council affords students the opportunity to speak directly or through their representatives on school related issues. The student council is composed of students who represent individual grades. There are seniors, juniors, sophomores and freshmen, who are selected based upon the completion of an “election packet” and a student body election. (Except for incoming freshmen). Officers (President, Vice President and Secretary) are then chosen by the elected student council members. The election takes place in the spring.

Student Council is formed for the purpose of:

- (1) Providing a representative body in which school policies, restrictions, and problems involving the student body may be discussed.
- (2) Bettering relations between the administration and the student body.
- (3) Aiding the student body when situations develop involving the school district and school administration. Students are encouraged to contact Student Council class representatives when concerns arise.

## **ARTICLE 9: DISTRICT, STATE AND FEDERAL PROGRAMS**

### **Section 1: STUDENT FEE POLICY**

The Board of Education of Northwest High School has adopted the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge of fee to students.

Northwest High provides activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference of personal retained benefit of students (for example, band equipment, locker deposit or rental fees, shop class materials, where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies; this policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

#### **(1) Guidelines for clothing required for specified courses and activities**

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

#### **(2) Personal or consumable items**

Students have the responsibility to furnish any personal or consumable items for participation in courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. - Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardians will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the policy should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

#### **(3) Materials required for course projects**

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12) Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12) however; the District is not required to provide for the use of a particular type of musical instrument for any student.

**(4) Extracurricular Activities - Specialized equipment or attire**

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

**(5) Extracurricular activities - Fee for participation**

The District does generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events. All fees shall be collected at \$20 per NSAA activity for 9 - 12 students. All participants in each organization will be assessed a \$20 fee per organization. Students shall be required to participate in fundraising activities in order to participate in extracurricular activities. If fundraising is offered for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate equally and shall share equally, in whatever funds they raise.

**(6) Post secondary education costs**

Students are responsible for post secondary education costs. The phrase "post secondary education costs" mean tuition and other fees associated with obtaining credit for a post secondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a post secondary educational institution. All post secondary courses held off local school property shall be billed directly to the student taking the course and payment shall be paid directly to the post secondary institution with no money flowing through the local district budget.

**(7) Transportation Costs**

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations. Please reference Safe Pupil Transportation Board Policy 5506.

**(8) Copies of Student files or records**

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

**(9) Participation in before and after school or pre kindergarten services**

Students are responsible for fees required for participation in before and after school or pre kindergarten services offered by the district, except to the extent such services are required to be provided without cost.

**(10) Participation in summer school or night school**

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

**(11) Breakfast and lunch programs**

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

**(12) Waiver Policy**

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition program shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for student spectators attending extracurricular activities;
3. Materials for course projects, and
4. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free lunch Program or reduced price lunch program is not required to qualify for free or reduced price lunches for purposes of this Section. Students or their parents must request a fee waiver prior to participation in or attending the activity, and prior to Purchase of the materials. Materials for course projects to be provided to free or reduced price lunch eligible students

Shall be required to be approved by the administration in advance; the administration shall apply a standard based on Providing materials which are equitable to those purchased for comparable students.

**(13) Distribution of Policy**

The Superintendent or the Superintendent’s designee shall publish the District’s student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

**(14) Student Fee Fund**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from the student. Funds subject to the Student Fee Fund consist of money collected from students for:

1. Participation in extracurricular activities,
2. Post secondary education costs, and
3. Summer school or night school.

**Section 2: NORTHWEST PUBLIC SCHOOLS LUNCH PROGRAM**

Northwest Public Schools operates and participates in the National School Lunch Program Lunch Program. It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the District Business Office. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District requests that all families pre-pay without charge for all paid, free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year may request a refund otherwise the funds will be carried over to the following year. When a student leaves the District or graduates, the District shall attempt to contact the student’s household to return any funds remaining in the student’s meal account.

Unpaid meal charges at the end of the school year will be considered as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishes and handles the bad debt.

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Parents whose children have special dietary needs should contact the school.

Northwest High School’s lunch program is conducted as an “offer versus serve” program and is approved by the Nebraska Department of Education. “Offer versus serve” requires schools to offer meat, vegetable, fruit, bread and milk with each meal. Students may elect to take five of the items offered or as few as three. Students who elect to take only three or four of the five items offered will be charged the full price of a regular meal.

Prices for school lunches are set annually by the Northwest Board of Education in conjunction with Federal & State School Lunch Guidelines.

**Lunch Prices:**

6-12 \$3.35

Adult \$4.40

**Extras:**

Milk \$0.50

Extra Fruit/Vegetable \$0.75

Extra Entree \$2.00

Lunch money is received in the High School Office prior to school starting at 8:10 a.m. and or after school until 4:00 P.M. Money deposited after 10:30 A.M. may not be credited to a student’s account prior to his or her lunch period. Students must have money in their lunch accounts prior to making purchases in the lunch line. Students are responsible for keeping track of their lunch fund balances and may check their lunch account balances daily as they go through the lunch line or on the school’s website through the Wordware link.

Students are prohibited from using their lunch accounts to purchase food for other students. Parents who question their son's or daughter's lunch account activity or balance may call the school at 385-6398 between 7:45 a.m. and 4:00 p.m. Parents may also access their son's or daughter's lunch account on Wordware. Parents are responsible for setting cafeteria purchase guidelines for their son or daughter.

Federal Government Hot Lunch Program regulations prohibit Northwest High School from selling pop, candy, gum, etc. during lunch periods. Students who are not eating lunch are to report to the old gym or cafeteria during their lunch period. Northwest High School is a closed campus. Students may not leave the building during their lunch period.

**Non-Discrimination Statement: This explains what to do if you feel you have been treated unfairly.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Section 3: ENROLLMENT OPTION**

In 1989, the Nebraska Legislature passed a law that allows parents to choose the school district they want their children to attend. The law was designed to give parents the opportunity to choose the school system, which they feel might best meet the educational needs of their children. It is important to remember that option school districts may reject or limit requests for transfers based on school capacity and available programs. Enrollment Option applications forms, etc., are available in the Superintendent's office, online at [ginorthwest.org](http://ginorthwest.org) or by calling 385-6398.

**Section 4: TITLE IX NON-DISCRIMINATION**

In 1972 Congress outlawed discrimination based on a person's sex. Title IX of the Educational Amendments Act of 1972 applies to students attending schools that receive Federal Funds. Title IX forbids schools from treating students differently based on their gender.

**Under Federal Law schools cannot:**

1. Provide separate classes or activities for male and female students.
2. Deny students the right to take a course because of his or her gender. For example, not allowing females to enroll in Shop class.
3. Apply different rules regarding physical appearance to male and female students.
4. Make different disciplinary rules or enforce them differently on the basis of gender.
5. Refuse to allow female students to take part in classes or activities because of pregnancy, unless other students with Temporary disabilities are so excluded. Student may voluntarily join special program of comparable quality to regular Classes.
6. Refuse to excuse absences because of pregnancy or refuse to allow female students to return to the same grade level Which they held when they left school.
7. Deny married students the same educational opportunities as unmarried students.

**Title IX Laws allow schools to:**

1. Separate classes for sex education.
2. Separate students by gender within physical education classes for participation in contact sports such as football, basketball and wrestling.
3. Separate students with different levels of ability within physical education classes. (Ability requirements must be the same for both genders).
4. Provide separate teams for genders of contact sports and or any team sport in which students are selected to play on the basis of skill.

### **Section 5: PARENTAL RIGHT TO INFORMATION**

Schools may release information to non-custodial parents of students. State statute identifies a parent as the person authorized to receive information such as grade reports, transcripts, attendance statistics, disciplinary information, progress reports, and other. A parent is a parent unless his or her status has been terminated by a court order. Non-custodial parents are still parents, unless there are specific restraints within a divorce decree stating that he/she should not have access to their child's school records. Unless otherwise stated in the divorce decree, student records and information are available to both custodial and noncustodial parents. Non-custodial parents may request school information for their children in person or in writing through the Principal's Office.

### **Section 6: PARENT NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION**

The No Child Left Behind Act of 2001 requires Northwest High School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Northwest High School not provide this information (i.e. not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Northwest High School will comply with any such request. Parents & students wishing to deny release of information to military recruiters or institutions of higher education may do so by contacting the Central Office.

### **Section 7: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Northwest High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Northwest High School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Northwest High School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports Programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the public school that they do not want their student's information disclosed without their prior written consent. If you do not want Northwest High School to disclose directory information from your child's education records without your prior written consent, you must notify the school's Central Office in writing by the end of the first week of the first semester, or for new students, within the first week of enrollment.

Northwest High School has designated the following information as directory information:

Student's name	Participation in officially recognized activities and sports
Address	Telephone listing
Electronic mail address	Weight & height of members of athletic teams
Photograph	Degrees, honors, and awards received
Date & place of birth	The most recent educational agency or institution attended
Major field of study	Dates of attendance
Grade level	

### **Section 8: SPECIAL EDUCATION TESTING AND SERVICES**

Northwest High School offers special education diagnostic testing and programs for students who; are academically at risk, are performing below their grade level, and or have a physical handicap. Parents who have questions about Special Education testing or available programs that may benefit their son or daughter should contact their son or daughter's teacher, counselor, or principal. Please reference Special Education Board Policy 6600

### **Section 9: PARENT NOTICE CONCERNING STAFF QUALIFICATIONS:**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Northwest High School will give parents the following information about their child's classroom teacher:

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

Northwest upon request will tell parents if their child is being provided services by a paraprofessional and the qualifications of the paraprofessional.

A request for information should be made to an administrator in your child's school building. The information will be provided in a timely manner. Finally, Northwest High School will also give timely notice to parents of students who have been assigned, or taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## **Parent Notice Concerning Staff Qualifications if Student is Taught for Four or More Consecutive Weeks by a Teacher Without Required Qualification**

Parents of students in Northwest High School programs funded under the No Child Left Behind Act of 2001, have the right to know the professional qualifications of teachers. The No Child Left Behind Act requires schools to notify parents in a timely manner when a teacher without required qualification has been assigned to teach their child. Parent notification of teacher qualifications will include the teacher's type of teaching certificate, specific teaching endorsements, and educational credentials.

### **Section 10: STUDENT PRIVACY PROTECTION**

It is the policy of Northwest High School to protect the privacy of students in accordance with all applicable Federal and State Laws. Student privacy is governed by the following School District Policy:

#### **A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties**

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

#### **B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive**

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

#### **C. Right of Parents to Inspect Instructional Materials**

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

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

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

#### **E. Protection of Student Privacy in Regard to Personal Information Collected from Students**

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or post secondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

#### **F. Parent Access to Instruments used in the Collection of Personal Information**

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

shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

#### G. Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

#### H. Notification to Parents of Dates of and Right to Opt-Out of Specific Events

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

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students.

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

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the afore listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

#### I. Definition of Surveys of Matters Deemed to be Sensitive

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

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

### **Section 11: HOMELESS STUDENTS POLICY**

#### Homeless Children

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 desegregated by the District on the basis of their status as homeless.

#### Homeless Coordinator

The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that - (i) homeless children are identified by school personnel; (ii) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (iii) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (iv) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (v) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (vi) enrollment disputes are mediated in accordance with law; and (vii) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

#### 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 (i) 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 (ii) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. 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. 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. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process.

The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. 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: (i) if the homeless child's school of origin is in the Northwest High School District, and the homeless child continues to live in the Northwest High School District, transportation to and from the school or origin shall be provided by the Northwest High School District; and (ii) if the homeless child lives in a school other than the Northwest High School District, but continues to attend the Northwest High School District based on it being the school of origin, the new school and the Northwest High School District 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.

School District based on it being the school of origin, the new school and the Northwest High School District 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.

## **Section 12: PARENTAL INVOLVEMENT IN SCHOOLS**

It is the policy of the Northwest High School, District 82, Hall/Howard/Merrick Counties to foster and facilitate, to the extent appropriate, parental/guardian information about and involvement in, the education of their children.

Northwest High School after having conducted a public hearing concerning parental/guardian involvement and participation, herewith declares that it shall be the policy of Northwest High School to provide full access at reasonable times to the parent/guardian of any student of Northwest High School to review textbooks, tests, curriculum materials, records of student of any such parents/guardian, unless otherwise prohibited by law, and to any surveys of students done by Northwest High School.

- A. Textbooks, test, and other curriculum materials used in the Northwest High School are, and shall be, available for review by parents/guardians at Northwest High School upon request. Since textbooks, tests, and other curriculum materials constantly change, and may be discarded when no longer needed by Northwest High School, parents/guardians wishing to review such items must govern their requests accordingly.
- B. Parents/guardians wishing to attend and monitor courses, assemblies, counseling sessions, and other instructional activities must obtain prior approval of and from the proper teacher, counselor, and administrator, or they will be asked to leave. Parents/guardians attending or monitoring courses, assemblies, counseling sessions, and other instructional activities with prior approval who, by their conduct or presence interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
- C. Northwest High School will excuse students from testing, classroom instruction, and other school experiences, upon parental/guardian request, only under circumstances required by law. Parental/guardian requests must be in writing and submitted to the proper teacher and administrator within a reasonable time prior to the testing, classroom instruction, or other school experience, and must be accompanied by written proof, acceptable to Northwest High School that the action is required by law. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent/guardian request.
- D. Parents/guardians and others will be provided access to records of students according to law (Family Educational Rights & Privacy Act, 20 U.S.C., 1232 G or 79-4, 157, R.R.S.).
- E. Testing shall occur in Northwest High School as determined appropriate from time to time by school district staff to assure proper measurement of educational progress and achievement.
- F. Participation in surveys of students shall occur in Northwest High School.

### Section 13: NEED HELP?

Heartland United Way, AIRS (Alliance of Information and Referral Systems) and the Central District Health Department have established “2-1-1” in Hall, Howard, Hamilton and Merrick Counties to connect people with community services and volunteer opportunities in their local area. The 2-1-1 hotline operates 24 hours a day, seven days a week 2-1-1 and provides callers with information about how to access services for everyday needs when in times of crisis. The numbers 2-1-1 can offer access to the following types of services:

1. Basic Human Needs Resources: food banks, clothing closets, shelters, rent assistance, utility assistance.
2. Physical and Mental Health Resources: health insurance programs, Medicaid and Medicare, maternal health, Children’s Health Insurance Program, medical information lines, crisis intervention services, support groups, counseling, drug and alcohol intervention and rehabilitation.
3. Employment Supports: financial assistance, job training, transportation assistance, education programs.
4. Support for Older American and Persons with Disabilities: adult day care, congregate meals, Meals on Wheels, respite care, home health care, transportation, homemaker services.
5. Support for Children, Youth and Families: childcare, after school programs, Head Start, family resource centers, summer camps, and recreation programs, mentoring, tutoring, protective services.
6. Volunteer Opportunities and Donations. This service connects individuals and families in need with appropriate community based organizations and government agencies. Help is a phone call away.

Legal Reference: Student Discipline Act, Ne. Rev. State. 79-254 to 79-296, Ne. Rev. State. 79-201 to 79-209, No Child Left Behind Act of 2001, Title IV; 20 U.S.C. 7101 et seq. and 7151. Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296 Adopted June 11, 2012

RECEIPT OF THE 2025-2026 STUDENT HANDBOOK  
OF NORTHWEST HIGH SCHOOL

This signed receipt acknowledges receipt of the 2025-2026 Parent-Student Handbook of Northwest High School. The receipt acknowledges understanding that the handbook contains student conduct and discipline rules. The undersigned, as a student, agrees to follow such conduct and discipline rules. The receipt also serves to acknowledge understanding that the district's policies of non-discrimination and equity exist in the 2025-2026 student handbook, and that specific complaint and grievance procedures exist therein which should be followed and used to respond to any complaints of harassment or discrimination.

This signed receipt further acknowledges receipt of the District and Personal Technology policies in the Parent-Student Handbook. The parents (check one) \_\_\_\_\_ DO or \_\_\_\_\_ DO NOT give permission for the student to access network computer services and accept responsibility for such use and any consequences and liability, and the student agrees to fully comply with such policy.

Drug-Free Schools Statement: This receipt shall also serve to demonstrate that you as parent or guardian of a student attending Northwest High School have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol or being under the influence thereof on school premises or as a part of any of the school's activities as described in Board Policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are student attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, distribution, or being under the influence of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any noncompliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

***Please check that you reviewed the Student Handbook.***

\_\_\_\_\_ We reviewed the Student Handbook and agree to follow the procedures and rules established by Northwest Public Schools with the understanding that this is not a contract and does not allow a parent / student any contract or property rights.

***The Student Handbook can be viewed online at [www.qinorthwest.org](http://www.qinorthwest.org).***

Printed student name \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or legal guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Northwest Public Schools  
Grand Island, Nebraska**

**Classified Employee  
Handbook**

**July 2025**

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## INTRODUCTION

The Northwest Public Schools Board of Education believes that a capable, well trained, and student-oriented staff is the prime ingredient in maintaining a quality learning environment for Northwest Public Schools students. Therefore, this Classified Staff Handbook is intended to be an informative guide to Northwest Public Schools classified staff policies, procedures, and benefits. Northwest Public Schools is proud of the policies and procedures that it has developed and improved over the years. The Board of Education believes you will find that they reflect the Board's commitment to treating our employees fairly.

Northwest Public Schools hopes that you will find this handbook useful and informative. If you have any questions about any of these policies or procedures, please do not hesitate to ask your supervisor. Whether you are just joining Northwest Public Schools or are a current employee, Northwest Public Schools looks forward to having you as a part of the Northwest Public team.

The Board of Education and Administration welcome employee comments and suggestions for improving all aspects of our operation. One of the contributing factors to the District's success is the maintenance of an open, responsive, and on-going two-way system of communications. We encourage all employees to exchange ideas and information to help themselves and, in turn, Northwest Public Schools. You will find this philosophy reflected throughout the policies and procedures contained in this handbook.

This handbook shall apply to all classified staff employees filling positions at Northwest Public Schools. Classified staff employees include custodians, maintenance workers, groundskeeper, building secretaries, district office secretaries, para-educators, food service workers, school nurse, or others who might be recommended by the superintendent of schools for employment.

**This handbook is not a contract of employment. Nothing contained in this handbook or in any other statement of Northwest Public Schools philosophy, including oral statements, should be considered a promise of continuing employment. Rather, both Northwest Public Schools and the employee are free to terminate the employment relationship at any time for any or no reason.**

Circumstances may arise in which the Board of Education determines that changes are required in this handbook. For this reason, the Board of Education reserves the right, at any time, to modify, rescind or supplement any or all policies, procedures, or beliefs explained in this handbook. You will receive notice of these changes as soon as possible. No such modification, however, shall change the at-will nature of employment at Northwest Public Schools.

## MISSION STATEMENT AND BELIEFS

At Northwest Public Schools our mission is to connect students, educators, and the community to inspire a passion for knowledge, creativity, and social responsibility. We strive to empower all learners to grow academically, socially, and emotionally, preparing them to thrive in an ever-changing world.

We will...

- Establish a learning community where every individual is valued, respected, involved, and supported by modeling compassion, integrity, flexibility, and kindness.
- Empower students to take ownership of their learning by utilizing evidence-based instructional strategies that promote autonomy, self-regulation, and engagement.
- Provide every student rigorous, standards-based curricula, and create meaningful learning experiences that develop critical thinking and problem-solving skills for future success

## Members of the Board of Education

Name	Contact Information
Dan Leiser, President	<a href="mailto:dan.leiser@ginorthwest.org">dan.leiser@ginorthwest.org</a>
Zach Mader, Vice President	<a href="mailto:zach.mader@ginorthwest.org">zach.mader@ginorthwest.org</a>
Robin Schutt, Secretary	<a href="mailto:robin.schutt@ginorthwest.org">robin.schutt@ginorthwest.org</a>
Artie Moeller, Treasurer	<a href="mailto:artie.moeller@ginorthwest.org">artie.moeller@ginorthwest.org</a>
Paul Mader, Member	<a href="mailto:paul.mader@ginorthwest.org">paul.mader@ginorthwest.org</a>
Aaron Buhrman, Member	<a href="mailto:aaron.buhrman@ginorthwest.org">aaron.buhrman@ginorthwest.org</a>

### Administrative Staff

Name	Position	School	Contact Information
Dr. Jeff Edwards	Superintendent	Northwest Public Schools	308-385-6389, Ext 5112
PJ Smith	Principal	Northwest High School	308-385-6389, Ext 5119
Bill Bombeck	Assistant Principal	Northwest High School	308-385-6389, Ext 5121
Marty Moser	Assistant Principal	Northwest High School	308-385-6389, Ext 5123
Jaimi Stelk	Principal	Cedar Hollow Elementary	308-385-6306
Steve Retzlaff	Principal	1-R Elementary	308-385-6352
Mike Herzberg	Principal	St. Libory Elementary	308-687-6475
Cindy Wells	Activities Director	Northwest High School	308-385-6389, Ext 5120
Jeanette Ramsey	Director of Teaching and Learning	Northwest Public Schools	308-385-6389, Ext 5146
Brian Gibson	Technology Coordinator	Northwest Public Schools	308-385-6389, Ext 5142
Heather Callihan	Technology Integrationist	Northwest Public Schools	308-384-6389, Ext 5171
Natalie Nielsen	Business Manager	Northwest Public Schools	308-385-6389, Ext 5111
Chad Pieper	Head of Maintenance	Northwest Public Schools	308-385-6389, Ext 5124

### EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity has been and continues to be both policy and practice at Northwest Public Schools. Northwest Public Schools is committed to providing a work environment that is free from unlawful discrimination, harassment and intimidation because of an individual's race, color, religion, sex, age, national origin, disability, marital status, or any other basis prohibited by applicable state or federal law.

Employees who suspect that they have become the victim of a discriminatory act, intentional or unintentional, because of a school employee or policy should (1) discuss the grievance with a building principal or supervisor within 10 school days of the alleged situation being known. If the matter is not resolved to the satisfaction of the complainant, the complainant should (2) contact the superintendent of schools and submit the nature of the grievance in writing to the superintendent within 10 school days of receiving an oral response from the principal or supervisor. The superintendent will, within 10 school days of receiving the written grievance,

interview the complainant, investigate the nature of the grievance, and submit in writing to the complainant a proposed resolution. If not satisfied with the superintendent's response, the complainant should (3) submit a written request for a board hearing on the grievance to the board president within 10 school days of receiving the superintendent's response. The board of education will convene a hearing on the grievance within 20 school days of receiving a written request for said hearing and reserve the right to solicit evidence and testimony from pertinent sources. The board will submit a written resolution of the grievance to the complainant within 20 school days of conducting the hearing, and the board's decision will conclude the grievance procedure.

If school is dismissed for the summer, "days" will refer to weekdays, Monday through Friday, excluding holidays. If a principal, supervisor, or the superintendent is the focus of the initial grievance, the procedure should be initiated at the next step. If a board policy is the focus of the grievance, the procedure should be initiated with the superintendent.

Advocates or legal counsel may represent employees at any and all steps of the grievance procedure. They may have access to school records or documents that are not otherwise protected by privacy statutes.

Northwest Public Schools will take every reasonable measure to address the matter and promise that the employee will not be subjected to retaliation for bringing such matters to the attention of Northwest Public Schools. However, the District will not be precluded from addressing job performance related issues with the employee. Northwest Public Schools will treat all such concerns with the utmost confidence consistent with a fair resolution of the problem.

## **ZERO TOLERANCE FOR HARASSMENT**

Northwest Public Schools is committed to offering employment based on ability and performance, in a productive climate, free of discrimination. Harassment of any kind by supervisors or co-workers will not be tolerated. In addition, Northwest Public Schools will protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

In general, ethnic, or racial slurs, jokes or other verbal or physical conduct relating to a person's race, color, age, sex, national origin, religion, marital status, or disability constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

Sexual harassment by members of the same or opposite sex has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by supervisors or others in the workplace.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors and clients) engage in such conduct, when the conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If an employee believes that he/she is being harassed by another employee, supervisor, or any other person in connection with his/her employment, he/she should bring the incident to the attention of his/her supervisor. If that would prove to be uncomfortable or the employee is not satisfied with his/her supervisor's handling of the complaint or feel more comfortable bypassing his/her supervisor, the matter should be brought to the attention of the Business Manager.

If the employee is still not satisfied with the handling or outcome of the complaint, or if he/she feels more comfortable bypassing the other steps, the matter should be taken to the Superintendent. Northwest Public Schools will promptly investigate all allegations of harassment in as confidential manner as possible and take appropriate corrective action if warranted.

Under no circumstances will a supervisor be allowed to threaten or retaliate against an employee who alleges harassment.

### **“AT WILL” EMPLOYEE STATUS**

The Board of Education employs all classified staff members to meet the personnel needs of the District, as determined by the budget and the instructional and non-instructional needs of the District. Classified staff members are regarded as “at will” employees, meaning that they are hired for an indefinite period of time and may be terminated at any time with or without cause. Employment may be terminated at any time for any reason when such termination is determined to be in the best interest of the District.

### **CLASSIFICATION**

Northwest Public Schools classified personnel are grouped by job classification. There are three types of classified staff employed by the district; (1) nine month/school year including food service, transportation, para-educators, health assistants, and nursing personnel; (2) eleven month including building secretaries and (3) twelve month including custodians, maintenance, groundskeeper, and district office secretaries. Consideration will be given to relative experience and previous employment with the district if applicable when determining a beginning hourly rate.

### **ASSIGNMENTS, TRANSFERS, POSTING VACANCIES**

The superintendent and superintendent's designees are authorized to assign employees to positions described in board policy and, should staffing needs dictate, transfer employees to different positions for which they are qualified. Unless emergency situations prevail, all staff vacancies will be posted on the District website. Current employees may apply for existing vacancies by completing an internal application located on the employment tab of the school website.

Ordinarily, unless time and the number of in-house applicants mitigates against such, current employees will be granted an interview for other positions for which they are qualified. However,

the District does not regard it an obligation to guarantee current employees priority consideration over candidates from outside the district.

## **TERMINATION PROCEDURES**

The employee/employer relationship is for the mutual benefit of both parties and either party may sever the relationship at any time. All support staff are “at will” employees, meaning there is no contract of employment.

Subject to the state law and District budget considerations, employment of support staff may be terminated by the Superintendent or designee at any time for just cause or for other reasons deemed necessary by the Superintendent or designee to be in the best interest of the District.

Employees terminating employment should give written notice of resignation to their immediate supervisor at least two weeks prior to the effective date.

If the employee is terminated, all salary/wages and other benefits to which the employee was entitled shall cease with the date of official dismissal and be paid in full on the next regularly scheduled pay day.

An employee may apply to the Nebraska School Employees Retirement System, 301 Centennial Mall South, Lincoln, Nebraska 68509, for return of contributions upon termination of employment.

## **SALARY SCHEDULE/ PAYDAY**

Annually the Superintendent will review and recommend to the Board of Education salary increases and benefits for all classified staff job categories. If new salary rates are established or increases approved by the Board of Education, they will become effective with the initial pay period of the new school year. The superintendent’s office shall be responsible for maintaining research on comparable pay levels for similarly sized districts in the immediate area and for designing procedures to collect staff input on salary and benefit issues.

Pay date is the 15<sup>th</sup> of the month. Should the 15<sup>th</sup> fall on a weekend or holiday, the pay date shall be the last business day prior to the weekend or holiday. Payroll is subject to federal and state mandated deductions. Other deductions may be designated and authorized by the employee, subject to the approval of the superintendent.

## **TIME RECORDS**

Classified employees shall use the TMS – Time Management System for recording hours worked. The employee is responsible for the accuracy of information on the TMS system. All information for payroll must be finalized the day after the pay period closes. No overtime will be paid unless authorized in advance by the supervisor and the Business Manager.

## **WORKDAY**

The normal workday will be 8-1/2 hours unless otherwise assigned. Within the 8-1/2 hours, one-half hour is allowed for lunch. Two other break times, not to exceed 15-minutes may be arranged by the immediate supervisor. Approved overtime, in excess of 40 hours per week, will be paid at time and a half of the employee's regular hourly rate.

## **WORK ON INCLEMENT WEATHER DAYS**

When school is canceled for student instruction because of inclement weather, the superintendent of schools will direct the work schedule for the day. If school is canceled during the day because of inclement weather, personnel may be released after students have been excused and accounted for.

## **ANNUAL EVALUATION**

Classified employees will receive an annual evaluation of their work performance from an administrator designated by the superintendent of schools. The evaluation forms will be designed and supplied by the superintendent's office. One copy will be provided to the employee and one copy will be kept in the personnel file at the superintendent's office. Employees may attach materials to the file copy of the evaluation if they choose.

## **PERSONNEL FILES AND INFORMATION**

Individual employee files will be maintained at the superintendent's office. Principals and supervisors may maintain employee files with duplicate information to the extent necessary.

Employee files shall contain only information pertinent to payroll processing; job performance; initial employment application; any legally required health information; and employee-initiated response to performance evaluations. Employees are responsible for the accuracy of information on the initial job application as well as relaying any necessary updated payroll-related information to the district office. Further, it is expected that employees will provide current information regarding addresses and phone numbers on SID.

The superintendent, other administrators designated by the superintendent, the employee's immediate supervisor, payroll and personnel clerical staff, and the employee or the employee's designated representative will have access to personnel files. Employees may place materials in their personal file relating to job performance or evaluations thereof. No materials may be removed from an employee's file without the mutual consent of the employee and the superintendent of schools.

All material in employee files will be considered confidential, except that information which is legally subpoenaed or is subject to federal and state open records statutes. Employees will not

have access to written recommendations that were submitted on their behalf with an understanding of confidentiality. Anyone having access to personnel files and divulges confidential information about another employee will be subject to disciplinary action.

### **ALCOHOL AND ILLICIT DRUG USE PROHIBITED**

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity. Any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy. Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition of continued employment.

### **TOBACCO USE PROHIBITED**

To promulgate a healthy environment for students and staff and to encourage healthy behavior in students, there will be no tobacco use on school district property, including, but not limited to any school buildings, outdoor athletic complex and practice areas, or school vehicles. The regulation applies to all students, staff, patrons, and visitors.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look a likes, and products intended to replicate tobacco products either by appearance or effect.

School administrators are charged with the responsibility of administering this policy including, if necessary, the disciplining of violators.

### **USE AND CARE OF SCHOOL EQUIPMENT AND FACILITIES**

All employees are responsible for overseeing the care, inventorying, and security of equipment, materials, and facilities associated with their job assignment. Any damaged or non-functioning items vital to job performance should be reported immediately to the principal or supervisor so that repairs or replacements can be made. Further, if valuable items of equipment or material are not able to be secured, the situation should be reported to a principal or supervisor for corrective action. Moreover, any incident of theft or vandalism involving school property should be reported immediately to the appropriate administrator, and that administrator should contact the business manager as soon as possible.

No school-owned property is to be used at any time for personal use or private entrepreneurial activity. Principals and supervisors may exercise their discretion to allow the personal use of some equipment, such as computers, if said use might enhance the skill of the employee or if said use is being done on behalf of the school. No major equipment items are to be removed from the buildings or campuses without specific permission from a principal or supervisor.

## **PERSONAL PROPERTY**

Northwest Public Schools is not responsible for damaged, lost, or stolen articles which are the personal property of employees.

## **SCHOOL PERSONNEL AND THE PUBLIC**

All school employees are obligated to promote a positive image of the school district, its programs, and students. All employees are encouraged to use tact, patience, and courtesy in their relationships with students, parents and community patrons. The board regards school-community organizations as a valuable dimension of the educational environment and encourages all employees and employee groups to actively support their existence and programs.

## **STAFF DEVELOPMENT**

Administrators who are designated by the superintendent to supervise classified staff will be responsible for providing routine orientation and training pertinent to the employee's job assignment. To the extent schedules and budgeting will allow, administrators also will organize staff development activities designed to maintain and enhance employee effectiveness. If employee attendance is mandated at workshops or seminars convened outside the district, the district will attempt to pay at least a portion of expenses incurred by the employee. Employees may request to attend staff development activities outside the district, but administrative discretion will be used in determining whether time off and reimbursement is allowed.

## **USE OF PERSONAL CAR**

Mileage reimbursement will be paid to employees who are required to provide their own vehicles during regularly scheduled working hours. Claims for reimbursement will be honored only if the supervisor authorized the travel. Reimbursement per mile will be determined annually. Mileage reimbursement forms must be submitted during the proper fiscal year for reimbursement.

## **STAFF ATTIRE**

The Board of Education expects that all staff will be appropriately attired and groomed in accord with the nature of their job assignment. Should an interpretation of "appropriate" be needed, administrators will attempt to assess commonly accepted community standards and what might

be expected of similarly placed employees in the private sector.

## **POLITICAL ACTIVITIES OF STAFF**

The Board of Education recognizes the rights of its employees, as citizens, to engage in political activity, except that no employee of the school district shall solicit support of any political candidate, partisan or non-partisan, or support of any issue on any referendum matter, during regular work hours on school district property.

## **SCHOOL MAILBOXES AND INTRA-DISTRICT COMMUNICATION**

Most employees have a designated work area where they may receive school-related memos, bulletins, and other communications. If personal mail is received at school, it will be distributed also, unmonitored, via this system. Employees may have free access to this system to communicate with one another, except for the distribution of commercial and politically oriented materials, and with the further exception that building wide, or district wide distribution of materials must first be approved by a principal or the superintendent.

## **PERSONAL GIFTS**

Employees are advised to not accept personal gifts from students or patrons other than token items or cards. The board may at its discretion choose to honor retiring employees with plaques and/or receptions. This policy is not intended to exclude the receipt of scholarships, grants, or other honoraria earned because of job performance or academic endeavor.

## **LEAVE PROVISIONS**

**PAID VACATION** - On the date of hire, twelve-month employees will receive 5 vacation days. Annually, with the pay period that begins in August, twelve-month employees will receive paid vacation days as follows: 10 days annually for 6 months through 5 years of service; for 5 through 15 years of service – 10 days plus 1 day per year for each year 5 through 10; 20 days after 15 years of service. Eleven-month employees will receive 3 vacation days annually with the pay period beginning in August. Employees employed just during the school year will receive 2 vacation days annually with the pay period that begins in August. Vacation days must be scheduled with the approval of the employee's supervisor. All vacation days must be used by the first Saturday of August. Accrued but unused vacation days will not be carried forward from year to year.

**PAID HOLIDAYS** - Twelve-month employees will receive 9 paid holidays: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day, and July 4th. Those employed during the school year will receive 6 paid holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day and Good Friday.

NONPAID LEAVE - At the superintendent's discretion, limited non-paid leave will be available to classified staff for emergencies and other family-related events.

SICK LEAVE – Twelve-month employees will receive 10 sick days annually accumulative to 50 days. Eleven-month employees will receive 7 sick days annually accumulative to 50 days. Those employed during the school year will receive 5 sick days annually accumulative to 35 days. Sick days in excess of the maximum accumulation total will be paid for annually in June at the rate of \$50.00 per day.

Sick leave may be used for personal illness or illness of a family member.

Doctor and dental appointments will be charged against an employee's accumulated sick leave.

BEREAVEMENT LEAVE – Paid days are provided for bereavement leave for family members. The number of days allowed will be determined based on the individual situation, at the discretion of the administration.

### **HEALTH RELATED ABSENCES**

Any employee who is unable to report to work because of a health-related condition shall contact his or her supervisor or designate at the earliest opportunity. If any employee experiences a prolonged health-related absence or demonstrates a pattern of frequent health-related absences, the district reserves the right to require a physician's statement for documenting either (1) the need to remain absent from work or (2) fitness to return to work. The district further reserves the right to require a second opinion on such medical circumstances from a physician chosen and reimbursed by the district.

The district reserves the right to terminate employment should an employee have a prolonged health-related absence beyond provisions of district policy or refuse to cooperate in securing physicians' statements as described above.

In the event an employee contracts a communicable disease, continued employment decisions will be based on guidelines established by the Nebraska State Department of Health.

### **WORK AREA SAFETY AND ACCIDENT REPORTING**

All employees share the responsibility of maintaining a safe and healthy school environment. Any unsafe or unhealthy conditions in the immediate work area, building, or on campus should be reported immediately to an administrator. In the event of an accident to an employee, student, or visitor, the injured individual should be referred to building health staff and a report of the incident made to the appropriate administrator as soon as possible. Upon learning of such accidents, said administrator should contact the business manager immediately.

## **WORKER'S COMPENSATION**

All school employees and volunteers come under the provisions of the Worker's Compensation Law. Accident reports involving injuries arising out of and in the course of employment with Northwest Public Schools shall be filed in the district office within twenty-four hours of the incident. Accident reports should be filled out for all injuries, no matter how minor. Failure to make a prompt and complete report of injury may jeopardize an employee's rights. When an injury occurs while on duty, an employee may choose the physician of their choice for medical services. When reporting for medical services, the injured employee should clearly inform the physician they are a Northwest Public Schools employee, and that the treatment for the injury may be covered under the Worker's Compensation Law.

## **INSURANCE**

The district will provide single health and single dental insurance to classified staff employees who work a minimum of 25 hours per week. All classified staff meeting the qualifications of the district's health insurance provider may purchase, via payroll deduction, any of the other three tiers of health and dental insurance. In accord with federal statute, the district will provide health insurance to classified staff employees as specified by the Patient Protection Affordable Care Act. In accordance with state and federal statute, all classified staff employees are insured against work-related injury and consequent disability by worker's compensation insurance. Currently, Blue Cross Blue Shield is the district's health insurance provider.

The district will provide a \$25,000 term life insurance policy for classified staff employees who work a minimum of 25 hours per week. Employees can purchase additional life insurance.

The district will provide long-term disability insurance for classified staff employees who work a minimum of 20 hours per week. The disability insurance will be effective upon the use of an employee's sick leave days.

Vision insurance is available for classified staff employees to purchase.

## **TEMPORARY/ SUBSTITUTE STAFF**

The superintendent is authorized to approve the employment of temporary or substitute classified staff. Substitute and temporary employees will be paid the minimum rate for the designated job classification. Temporary and substitute employees are not eligible for any district provided benefits.

## **JURY DUTY**

Employees called to jury duty will be excused without loss of pay or benefits. The employee will receive regular salary and may keep any expense money paid by the court but shall remit jury duty pay to the district.

## **STATE RETIREMENT**

All classified employees who regularly work fifteen hours per week are required by law to participate in the Nebraska School Employees Retirement System. The Nebraska School Employees Retirement System is a cooperative program with all public school employees and the State of Nebraska to provide funds for granting retirement benefits to those who become members of the system and who continue school employment for the period required by the retirement law. In order to become familiar with the provisions of the state retirement program, you should obtain a copy of the latest brochure from the State Retirement Office, 301 Centennial Mall South, Lincoln, Nebraska 68509. Currently, the contribution rate is 8.0% of an employee's gross wage.

## **403B**

All classified employees may participate in a 403B Plan sponsored by the District. Contributions can be paid to a retirement plan on a pre- or post-tax basis. Enrollment forms are available through the District Office.

## **COBRA**

The 1986 Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that certain beneficiaries who would otherwise no longer qualify for participation in the employer's group health insurance plan be afforded coverage. The five qualifying events which trigger the continuation of coverage are (1) death (2) termination [*other than reason of employee's gross misconduct*] (3) divorce or legal separation (4) becoming eligible for Medicare benefits and (5) a dependent child reaching maximum age for coverage. Any person seeking continued coverage must pay the premium for the policy. Failure to pay such premium will terminate the continuation of coverage. Contact the central office regarding rights under COBRA.

## **RESOLVING CONFLICTS WITH PATRONS, STUDENTS, OTHER STAFF**

Employees are advised to attempt to resolve school-related disputes with tact and courtesy at the point of their origin. Unresolved conflicts should proceed from employee to supervisor, to the superintendent, to the board. Any complaint first received at a higher level should automatically be redirected to the appropriate level for deliberation and possible resolution. Any patron, student, or other person who willfully profanes or assaults --verbally or physically-- a district employee who is involved in an assigned duty may be prosecuted by the district, to the extent provided by law. School employees who are sued because of performing their assigned duties,

in a manner deemed appropriate by the school administration and/or board, shall be given the legal support of the district's attorney.

## **GRIEVANCE PROCEDURE**

Any classified employee who has a work-related grievance shall first discuss the nature of the grievance with an administrative supervisor. If not satisfied with the administrative supervisor's resolution of the problem, the employee shall, within 10 working days of having received the administrative supervisor's decision, send a written description of the grievance to the superintendent. Upon receiving the written grievance, the superintendent shall, within 10 working days, meet with the employee and attempt to resolve the grievance. If not satisfied with the superintendent's decision, the employee shall, within 10 working days, request in writing to the superintendent that a board of education committee be convened to listen to the grievance. The superintendent shall schedule a meeting, within 15 working days, for the board committee to listen to the grievance. Said meeting will be held in closed session and may be attended by the superintendent, administrative supervisor, the employee and, at the employee's discretion, an advocate for the employee. The board committee will render a decision at the close of the meeting and said decision will terminate the grievance procedure. Note that if more than one employee has a grievance of a similar nature they may, as a group, invoke the grievance procedure described herein.

## **JOB DESCRIPTIONS**

### **Job Description, District Office Secretary**

District office secretaries will be assigned, supervised, and evaluated by the business manager, and their duties shall include, but not be limited to, the following:

1. Efficient completion of assigned clerical tasks related to the functions of personnel, budgeting, payroll and accounting, special education reporting, and board agenda preparation
2. Routine handling of correspondence and messages, processing reports, and filing and retrieving necessary data
3. Becoming proficient on all office business equipment pertinent to the job assignment
4. Maintaining confidentiality of sensitive information related to staff, students, and parents
5. Maintaining cordial contacts with all personnel, students, patrons, and vendors.

### **Job Description, School Secretary**

School secretaries will be assigned, supervised, and evaluated by the building principal, and their duties shall include, but not be limited to, the following:

1. Efficient completion of assigned clerical tasks such as processing reports, handling correspondence and messages, activity fund accounting, and filing and retrieving necessary data
2. Becoming proficient on all office business equipment pertinent to the job assignment.
3. Maintaining confidentiality of sensitive information related to staff, students, and parents
4. Maintaining cordial contacts with all personnel, students, patrons, and vendors

### **Job Description, Custodians – Day / Night**

Day / night custodians will be assigned, supervised, and evaluated by the building principal/ maintenance director and their duties shall include, but not be limited to, the following:

1. Efficient cleaning of assigned area
2. Accomplishing minor repair work of school property and equipment in assigned area
3. Safe care and storage of all equipment and materials related to the job assignment
4. Litter control of grounds and limited snow removal
5. Maintenance, repair, and installation —unless otherwise contracted— of mechanical, electrical, heating, air conditioning, and plumbing systems
6. Minor construction projects and repair of furnishings and equipment
7. Maintenance and repair of campus fixtures

### **Job Description, Groundskeeper**

The groundskeeper will be assigned, supervised, and evaluated by the maintenance director. Duties shall include, but not be limited to, the following:

- 1) Mowing, trimming, and weed control of the district grounds
- 2) Maintaining the practice and game athletic fields including mowing, watering, fertilizing, and lining
- 3) Assisting with the development and implementation of the long-range landscaping plan
- 4) Assisting with snow removal during the winter months
- 5) Pruning the district trees as necessary
- 6) Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, Para-Educator**

Regular teacher assistants and special education teacher assistants will be assigned,

supervised, and evaluated by the building principal or, as designated, by supervising teacher personnel, and their duties shall include, but not be limited to, the following:

1. Student supervision
2. Assisting teachers in preparing instructional materials, attendance, and room preparation
3. Tutoring and small group instruction as directed and supervised by a teacher
4. Maintaining a cooperative working relationship with all personnel, students, and patrons

### **Job Description, Van Driver**

Van drivers will be assigned, supervised, and evaluated by the Superintendent / Building Principal, and their duties shall include, but not be limited to, the following:

1. Annual passage of state required licensing and physical examinations
2. Operating the school vehicle in a safe and legal manner at all times including performing the pre-trip inspection
3. Maintaining the cleanliness of the school vehicle inside and out
4. Care and discipline of student riders
5. Communicating immediately to the Director of Transportation concerning problems with vehicle operation, patron complaints, and student discipline problems
6. Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, School Nurse**

The School Health Nurse will be assigned, supervised, and evaluated by the building principal, and duties shall include, but not be limited to, the following:

1. Coordinating the district's health services program
2. Providing routine health care to students and emergency first aid
3. Assisting and advising health assistants at the elementary buildings as needed
4. Being a liaison with county health department officials regarding routine health reports and other health-related concerns
5. Serving as an instructional resource in regular classrooms on health careers and health-related topics
6. Providing medical assistance to any injured athletes
7. Holding a valid Registered Nurse License or LPN
8. Maintaining a cooperative working relationship with all personnel, students, and patrons.

### **Job Description, District Technology Assistant**

The district technology assistant will be assigned, supervised, and evaluated by the district technology director. Duties shall include, but not be limited to, the following:

1. Provide day to day user and building level technical support for hardware, software, and equipment
2. Maintain all district servers
3. Create and maintain a database of hardware, software, and license information for each building
4. Provide technology in-service for staff as requested
5. Repair hardware and equipment or arrange for repair through local providers
6. Promote the effective use of technology by all district staff

### **Job Description, Food Service Workers**

Food service workers will be assigned, supervised, and evaluated by the food service director and their duties shall include, but not be limited to, the following:

1. Food preparation
2. Care and operation of kitchen equipment
3. Maintaining personal hygiene and sanitary environment of the kitchen
4. Maintaining a cooperative working relationship with all personnel, students, and patrons

### **Job Description, Head Cook / Assistant Cook**

Head cooks/assistant cooks will be assigned, supervised, and evaluated by the food service director and their duties shall include, but not be limited to, the following:

1. Kitchen management, including assigning tasks to another cafeteria staff
2. Daily menu preparation in accord with USDA standards
3. Ordering food and supplies
4. Inventory maintenance
5. Accurate recording and reporting of daily lunch counts.
6. Maintaining a cooperative working relationship with all personnel, students, and patrons.



**Northwest Public Schools Teacher Handbook  
2025-26 School Year**

**FOREWORD**

**Intent of Handbook**

Welcome to Northwest Public Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Northwest Public Schools and to serve as a guide to the District's policies, rules and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Northwest Public Schools and the Northwest Public Schools Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or hanged on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2024-25 school year and subsequent school years unless replaced by a later edition.

## Article 1 – MISSION AND ADMINISTRATIVE INFORMATION

### Section 1 School Mission Statement

At Northwest Public Schools our mission is to connect students, educators, and the community to inspire a passion for knowledge, creativity, and social responsibility. We strive to empower all learners to grow academically, socially, and emotionally, preparing them to thrive in an ever-changing world.

We will...

- Establish a learning community where every individual is valued, respected, involved, and supported by modeling compassion, integrity, flexibility, and kindness.
- Empower students to take ownership of their learning by utilizing evidence-based instructional strategies that promote autonomy, self-regulation, and engagement.
- Provide every student rigorous, standards-based curricula, and create meaningful learning experiences that develop critical thinking and problem-solving skills for future success

The District seeks to provide an essential education by developing and maintaining:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunities for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.

5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focuses efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day focuses on active participation of all students involved in the activity and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

**Section 2 Members of the Board of Education**

Name	Contact Information
Dan Leiser, President	dan.leiser@ginorthwest.org
Zach Mader, Vice President	zach.mader@ginorthwest.org
Robin Schutt, Secretary	robin.schutt@ginorthwest.org
Artie Moeller, Treasurer	artie.moeller@ginorthwest.org
Aaron Buhrman, Member	aaron.buhrman@ginorthwest.org
Paul Mader, Member	paul.mader@ginorthwest.org

**Section 3 Administrative Staff**

Name	Position	School	Contact Information
Jeff Edwards	Superintendent	Northwest Public Schools	308-385-6389, Ext 5112
Natalie Nielsen	Business Manager	Northwest Public Schools	308-385-6398, Ext. 5111
Jeanette Ramsey	Director of Teaching and Learning	Northwest Public Schools	308-385-6389, Ext 5146
Tara Retzlaff	Director of Student Services	Northwest Public Schools	308-385-6394
Brian Gibson	Technology Coordinator	Northwest Public Schools	308-385-6389, Ext 5142
Heather Callihan	Technology Integrationist	Northwest Public Schools	308-384-6389, Ext 5171
Chad Pieper	Head of Maintenance	Northwest Public Schools	308-385-6389, Ext 5124
PJ Smith	Principal	Northwest High School	308-385-6394, Ext 5119
Bill Bombeck	Assistant Principal	Northwest High School	308-385-6394, Ext 5121
Marty Moser	Assistant Principal	Northwest High School	308-385-6394, Ext 5123
Jaimi Stelk	Principal	Cedar Hollow Elementary	308-385-6306
Steve Retzlaff	Principal	1-R Elementary	308-385-6352
Mike Herzberg	Principal	St. Libory Elementary	308-687-6475
Cindy Wells	Activities Director	Northwest High School	308-385-6389, Ext 5120

#### **Section 4 Contract Days**

Teachers are contracted for 185 days (hereinafter referred to as the “contract year”). Such contract days will be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

#### **Section 5 Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

#### **Section 6 Severe Weather and School Cancellations**

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. Notification of staff will also be made with a district-wide automated notification system. Staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. Northwest Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law throughout the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. In the event of an emergency exit alert or tornado warning, you should implement the school’s established safety procedures.

## **Article 2 - EMPLOYMENT, COMPENSATION AND BENEFITS**

### **Section 1 Employment**

A teacher is employed by Northwest Public Schools when the teacher signs the Teacher's Contract, and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation for the current school year is submitted, or a resignation for the following school year is submitted after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

### **Section 2 Assignments**

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties. In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extracurricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

### **Section 3 Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. §79-8,109.

### **Section 4 Grievances and Complaints**

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

### **Section 5 Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable in twelve equal installments. Teachers will be paid on the 15th of the month. In emergency cases exceptions may be made, subject to the approval of the Board.

Additional compensation over and above regular compensation, extra-duty pay, and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

### **Section 6 Extended Duty Pay**

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid on a per diem basis for such teacher's extended time.

### **Section 7 Benefits**

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual

fringe benefit selections by September 1 of each school year. Should a teacher fail to make such an election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A".

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

### **Section 8 Payroll and Payroll Deductions**

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

### **Section 9 Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

### **Section 10 403(b) Salary Reduction Agreement**

The District will cooperate with any teacher who chooses to participate in an investment program under a Internal Revenue Code Section 403(b) provided that the certificated employee executes a

“Salary Reduction Agreement” provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered into a “Service Provider Agreement” with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

### **Section 11 Overtime**

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a “salary basis.” Exempt employees are not eligible for overtime or compensatory time.

The District’s policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a “salaried basis” test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of a pay of a partial or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountability, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

## **Article 3 - ABSENCES FROM WORK**

### **Section 1 Paid Leave - Sick and Personal Leaves**

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

#### Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important. To guard against depletion of available substitutes, requests for will be approved on a first come first serve basis. Personal leave requests of three or more school days in a row, over parent teacher conferences or extending already planned leaves must be submitted to the building administrator to be reviewed and considered at the District bi-weekly administrative meeting.

A teacher who becomes ill and is unable to work is to contact the appropriate attendance personnel for the building before 6:00 AM. Before the end of the school day on the first day of the sick leave, and on

each subsequent day of absence, a report should be made to the appropriate attendance personnel as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as soon as possible.

For any absence, a Request of Leave form is to be submitted online through the SUI program at least five school days prior to the leave, or such other advance notice as is practical under the circumstances.

#### Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

#### **Section 2 Payroll Deductions for Absences in Excess of Paid Leave**

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary shall be reduced by the days missed on a per diem calculation.

#### **Section 3 Leaves of Absence**

A teacher may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except for the payment of health insurance benefits as may be required under applicable state or federal laws.

#### **Section 4 Jury Duty**

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the Principal of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a

teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

### **Section 5      Military Leave**

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, “reserves”), are entitled to a military leave of absence from their respective duties, when employed with or without pay under the orders of authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher’s regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

### **Section 6      Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12 month period to eligible employees in specified circumstances. Some specifics regarding FMLA leave at Northwest Public Schools:

- a. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.
- b. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

## **Article 4 - DUTIES AND RESPONSIBILITIES**

### **Section 1 Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a teacher's employment position. The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the norm working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events, and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend seven hours and 30 minutes on site, including lunch break (30-minute lunch), except that duty-free lunch time can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required seven hours and 30 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on parking lot, detention hall, lunchroom and hall supervision, recess, working activities within the district and other duties as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment. Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

### **Section 2 Arrival to Duty Assignment**

All teachers are to be in the building by no later than 7:45 a.m.; and to remain on duty until 3:45 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

### **Section 3 Leaving School**

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without the approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

#### **Section 4 Lesson Plans**

Teachers will prepare lesson plans which cover at least three days of advance instruction. The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional resources immediately available which will enhance the instructional lesson.

#### **Section 5 Daily Records**

Every teacher is required to keep a complete record of the attendance and achievement of every student in PowerSchool. This class record must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
2. The name and date of entry for each student who enrolls after the semester opens.
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester--dropouts or early withdrawals.
4. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.
5. A complete record of the attendance of each student enrolled showing:
  - a. Days on which the student was tardy.
  - b. Days on which the student was absent, with a differentiation between excused and unexcused absences.

Upon request a student's individual record in PowerSchool shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in PowerSchool constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to finalize student information in PowerSchool at the close of the school year for filing in the permanent records. **(K-2 teachers refer to building principal for instructions).**

## **Section 6 Classroom and School Procedures**

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards  
Each teacher shall be responsible for completing appropriate bulletin boards regarding curriculum related matters in their primary classroom.
  
2. Textbook and Room Inventory All school purchased materials must be inventoried using the online form. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet. When books are turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider are fair. Insist that students put covers on their books by the end of the first week after receiving them.
  
3. Use of Teacher Aides  
Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Teacher aides are to work only on their assigned workdays and within their assigned workday. if the teacher desires the aide to work hours other than the assigned work hours or assigned workday, contact the administration for approval.
  
4. Use of Student Aides  
Student aides are to be directly supervised by the teacher. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.
  
5. Equipment and Supplies  
All equipment must be checked out through the building principal. Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

6. E-mail

Each teacher will be assigned a school email address for purposes of intra-school and inter-school email correspondence. Teachers should check for email throughout the day and should timely respond to emails which require a response but should avoid checking and responding to emails during instructional time. Use of the District's email system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy and this handbook.

7. Teacher Mailbox

Each teacher will be assigned a mailbox located in the faculty workroom. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly.

8. Teachers Meeting

Teachers' meetings will be held on the second Wednesday of the month. ALL teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

**Section 7      Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of the student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential--do not share confidential information about students except with other staff who need to know the information to perform their jobs.)
- Be careful with touching students. Use of corporal punishment is prohibited at Northwest Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and 15 that which professional educators determine appropriate for purposes of proper student relationships.

- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

## 2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

## 3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

## 4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

### Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

### Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult

is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

### Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

### **Section 8      Managing Student Conduct**

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. **All staff are responsible for all students** in the hallways, in the restrooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms, Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the RTI team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to

be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

### **Section 9      Dispensing Medication**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

### **Section 10      Report Child Abuse (Child Abuse Hotline 800-652-1999)**

Nebraska State law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- a. Placed in a situation that endangers his or her life or physical or mental health;
- b. Cruelly confined or cruelly punished;
- c. Deprived of necessary food, clothing, shelter, or care;
- d. Left unattended in a motor vehicle if such minor child is six years of age or younger;
- e. Sexually abused; or
- f. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an

abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

## **Article 5 - PERSONAL AND PROFESSIONAL CONDUCT**

### **Section 1 Professional Ethics Standards**

Northwest Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District. (Please refer to the Nebraska Department of Education Professional Ethics Standards) [www.education.ne.gov/CC/standcond.pdf](http://www.education.ne.gov/CC/standcond.pdf)

### **Section 2 Evaluations**

Evaluations of teachers will be conducted in accordance with the District’s evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

### **Section 3 Role Model**

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

### **Section 4 Relationships**

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

### **Section 5 Professional Attire**

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming are one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

### **Section 6 Private Tutoring**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring during duty time.
3. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communication systems except with the express permission of the Superintendent or designee.

### **Section 7      Outside Employment**

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except 1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

## **Article 6 - ACADEMIC MATTERS**

### **Section 1      Purpose and Goals of Academic Achievement**

The Northwest Public Schools Board of Education is committed to providing a quality education for all Northwest Public Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

### **Section 2      Teaching to Student Understanding to Assure Learning**

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

**Section 3 Instruction in the Curriculum**

Teachers will instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration. Explicit materials of any type shall not be used in the instructional process without prior approval of the administration.

**Section 4 Measuring and Reporting Academic Achievement for Students**

Grades and Grading: Measuring and accurately reporting the level of each student’s academic achievement is of critical importance to students, parents, staff, the Board of Education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student’s academic achievement for that period. It is recommended that the teacher record a least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades: Each teacher shall record grades in PowerSchool. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales: Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

Grades are to be expressed in numerical value for semester grades and in letter grades for unit reports and unit averages. The final grade is to be expressed by number. For grades 9-12, the final semester test will count for not more than 10% of the total grade.

Grade reports will be sent home to parents at least twice each semester. Parents will be notified through the school calendar of the dates reports will be distributed. Parents will be notified of the dates the semester grade reports are distributed. These contain the final grade, expressed numerically, and it is the grade recorded on the student’s permanent record. **STUDENT EVALUATION SCALE:** The grade scales to be used for reporting student progress are as follows:

A+	100	4.0	C+	85	2.0
A+	99	4.0	C+	84	2.0
A+	98	4.0	C+	83	2.0
A	97	4.0	C	82	2.0
A	96	4.0	C	81	2.0
A-	95	4.0	C-	80	2.0
A-	94	4.0	C-	79	2.0
A-	93	4.0	C-	78	2.0
B+	92	3.0	D+	77	1.0
B+	91	3.0	D+	76	1.0
B	90	3.0	D+	75	1.0

B	89	3.0	D	74	1.0
B	88	3.0	D	73	1.0
B-	87	3.0	D-	72	1.0
B-	86	3.0	D-	71	1.0
			D-	70	1.0

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. “Failing,” “unsatisfactory” or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of “failing” or “unsatisfactory” in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil’s status at the time (for example, the final mark in a semester course is an evaluation of the pupil’s status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks: Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit: Some students in certain situations may qualify for less than the number of credits normally granted for a course. late entry or a serious injury at an awkward point in the semester would be a couple of examples. if a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a “Reduced Credit/Error Summary” form and be approved by the Principal.

Transfer Grades: A student transferring into Northwest Public Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents: Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school and posted on PowerSchool. Parents requesting a paper copy will be mailed one.

All term or mid-quarter grades are calculated on a cumulative basis, i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commentary in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances, but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Mid-Quarter Progress Reports to Parents: Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be mailed to all parents.

## **Section 5      Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school year are established on the District calendar.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conferences.

## **Article 7 - USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Section 1      Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint for any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the workplace or off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon teachers who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

## **Section 2      Smoke and Tobacco-Free Workplace**

The use of tobacco products, vapor products, or alternative nicotine products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

## **Section 3      Weapon-Free Workplace**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means.
- b. The frame or receiver of any object described in the preceding example.
- c. Any firearm muffler or silencer.
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device.
- e. Any bludgeon, sand club, metal knuckles, or throwing star.
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocketknife with a blade of 2 ½ inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically to hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.
- h. A teacher may possess mace or similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is

typically designed for individual personal defensive purposes will be considered as possession of a weapon. usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in a teacher’s personal possession, as well as in a teacher’s motor vehicle, desk, locker, briefcase, backpack, or purse.

#### **Section 4 Use of District Computer Network and Internet**

Teachers have access to the District’s computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District’s mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users’ areas by not accessing their passwords without written permission. Teachers will not copy, change, read or use another person’s files. Teachers will not engage in “hacking” or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else’s password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.

11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computer or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

#### **Section 5      Use of School Facilities**

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This

is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

#### **Section 6 Care of School Property**

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

#### **Section 7 Visitors**

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

#### **Section 8 Salespersons**

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

#### **Section 9 Security of Desks and Lockers**

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any

personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

### **Section 10 Video Surveillance**

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

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

### **Section 11 Bulletins and Announcements**

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

### **Section 12 Copyright and Fair Use Policy**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of copyrighted work is permitted "fair use", rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work. Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair". Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **Section 13      Lost and Found**

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

### **Section 14      Safety**

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teacher's association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers association representative of the safety committee; (2) contact the President of the teacher's association, or (3) contact the Safety Committee in care of the Superintendent.

#### Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seat belts when in vehicles where provided.
10. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

#### Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers who drive school vehicles or transport students in their

personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while transporting children.

### Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

### Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

## **Article 8 - STATE AND FEDERAL PROGRAMS**

### **Section 1      Notice of Nondiscrimination**

The Northwest Public Schools does not discriminate on the basis of race (including skin color, hair texture and protective hairstyles), color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights  
8930 Ward Parkway  
Suite 2037  
Kansas City, MO 64114  
816-268-0550  
Fax # 816-823-1404; TDD (800) 437-0833

The U.S. Equal Employment Opportunity Commission (EEOC)

1801 L Street, N.W.  
 Washington, D.C. 20507  
 800-669-4000; TDD (800) 669-6820

**Section 2 Designation of Coordinators**

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Northwest Public Schools, 2710 N North Road, Grand Island, Nebraska 68803-1199, 308-385-6398.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment Based on race, color, or national origin.	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless Students Law	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination

The Northwest Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Northwest Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition the Northwest Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person’s race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person’s race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person’s work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Northwest Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within ten (10) days after the request for reconsideration was filed.

#### **Section 5 Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy ACT (FERPA) gives parents and students over 18 years of age rights to access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

#### **Section 6 Disclosure of Student Information to Military Recruiters & Colleges**

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

## **Section 7 Disclosure of Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

## **Section 8 Student Privacy Protection**

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the Student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District) --- give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters --- make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance to "opt-out" their child from the survey. Sensitive matters include:
  - a. Political affiliations or beliefs of the student or the student's parent.
  - b. Mental or psychological problems of the student or the student's parent.
  - c. Sex behavior or attitudes.
  - d. Illegal, anti-social, self-incriminating or demeaning behavior.
  - e. Critical appraisals of other individuals with whom the student has close family relationships.
  - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
  - g. Religious practices, affiliations, or beliefs of the student or the student's parent;
  - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials --- permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information -- the District policy is to not gather such information for such purposes.

## **Section 9 Parental Involvement**

### General - Parental/Community Involvement in Schools

The District's policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents upon request.
3. permit parents' access to their child's records according to law and school policy;
4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program.
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement.
6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate.
7. notify parents of student surveys in accordance with district policy, obtain parent permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

### Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy required that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring--(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education 39 at school;(C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

## **Section 10 Homeless Students**

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

## **Section 11 Breakfast and Lunch Programs**

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

## **Section 12      Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

## **Section 13      Notice of Nondiscrimination**

The Northwest Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Students: Jeff Edwards, Superintendent, 2710 N North Rd, Grand Island NE 68803, 308-385-6398, jedwards@ginorthwest.org Employees and Others: Natalie Nielsen, Human Resources, 2710 N North Rd, Grand Island, NE 68803, 308-385-6398, jedwards@ginorthwest.org Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. 40

## APPENDIX A

### Notice of COBRA Continuation Coverage Rights **\*\*Continuation Coverage Rights Under COBRA\*\***

#### **Introduction**

You are receiving this notice because you have recently become covered under Northwest Public Schools health plan (the “Plan”). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 195 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan’s Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is Northwest Public Schools, 2710 N North Road, Grand Island, Nebraska 68803-1199, (308-385-6398). The Plan Administrator is responsible for administering COBRA continuation coverage.

#### **COBRA Continuation Coverage**

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happen:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than gross misconduct

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happen:

1. Your spouse dies.
2. Your spouse’s hours of employment are reduced.
3. Your spouse’s employment ends for any reason other than his or her gross misconduct.
4. Your spouse become enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happen:

1. The parent-employee dies.
2. The parent-employee's hours of employment are reduced.
  3. The parent-employee's employment ends for any reason other than his or her gross misconduct.
  4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both).
  5. The parents become divorced or legally separated; or
  6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United State Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

**For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan Procedures for this notice must also be provided.**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is temporary continuation coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's' hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended:

**Disability extension of 18-month period of continuation coverage** - If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disable at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you

and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

**Second qualifying event extension of 18-month period of continuation coverage** - If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

### **If You Have Questions**

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator, or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional And District EBSA Offices are available through EBSA's web site at [www.dol.gov/ebsa](http://www.dol.gov/ebsa).

### **Keep Your Plan Administrator Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

**RECEIPT OF 2025-26TEACHER HANDBOOK  
OF NORTHWEST PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2025-26 Teacher Handbook of Northwest Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies on nondiscrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

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

\_\_\_\_\_  
Teacher's Signature

**Return to Natalie Nielsen.**

Nebraska Rural Community Schools Association

Invoice



Nebraska Rural Community Schools Association  
440 S.13th St, Ste B  
Lincoln, NE 68508

**Invoice #:** 1144  
**Date:** 7/1/2025

**Bill To:**  
  
Northwest Public Schools  
2710 N North Rd  
Grand Island NE 68803

**For:** 2025-26 NRCSA Membership Dues

Item	Amount
<i>2025-26 NRCSA Dues Renewal</i>	<i>\$850.00</i>

**Invoice Total** *\$850.00*

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028  
or e-mail: [jbundy@nrca.net](mailto:jbundy@nrca.net)



**--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --**  
Nebraska Rural Community Schools Association

<p><b><u>STATE LEGISLATIVE ADVOCACY</u></b> NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 20 Superintendents/ESU Administrators and 6 Board of Education members from member schools/ESUs. Former NRCSA Presidents serve as ex officio members.</p>	<p><b><u>RURAL ADVOCACY</u></b> NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska. Other groups do a great job of representing their members, but at times cannot take a stand as they represent both very large and smaller districts. NRCSA is not necessarily tied down along those lines.</p>	<p><b><u>SUPERINTENDENT / PRINCIPAL SEARCHES</u></b> NRCSA's Superintendent and Principal Search Services are conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska. The service is available to all Nebraska school districts, with member districts paying a lower rate than non-member districts. A professional cost effective proposal and fee structure is available upon request.</p>
<p><b><u>PLANNING WORKSHOPS</u></b> The NRCSA Planning Support Service is an elective service that assists districts in planning and goal-setting. The service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska.</p>	<p><b><u>NATIONAL ADVOCACY</u></b> NRCSA is a member of the National Rural Education Advocacy Consortium (NREAC), which represents the interests of rural public schools in national forums where education issues are decided.</p>	<p><b><u>DISTRICT MEETINGS</u></b> Each fall NRCSA conducts a meeting in each of the six membership districts. These meetings provide an opportunity for rural schools to connect with NRCSA leadership on a face-to-face basis.</p>
<p><b><u>COMMUNICATIONS</u></b> NRCSA provides regular updates from the Executive Director to member schools. A more in-depth update is provided to all members just prior to monthly Board of Education meetings. The NRCSA webpage is <a href="http://www.nrcsa.net">www.nrcsa.net</a>. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (<a href="http://www.facebook.com/nrcsahome">www.facebook.com/nrcsahome</a>).</p>	<p><b><u>SPRING CONFERENCE</u></b> NRCSA offers an annual conference in Kearney in March. The conference targets issues and interests of rural schools. An opportunity is created to network with other rural school districts and to interact directly with policymakers and NRCSA leaders.</p>	<p><b><u>TEACHER SCHOLARSHIPS</u></b> New for this year, NRCSA provides six \$1,000 scholarship to employees of member districts/ESUs who are working to attain teacher certification either through a recognized "para to teacher" program such as offered by the state colleges or a transitional program such as offered by UNK.</p>
<p><b><u>DIGITAL CITIZENSHIP</u></b> NRCSA recently partnered with <i>a-plum creative</i> to provide an opportunity for rural districts to provide monthly digital citizenship materials to their students, parents, and staff. This is a purchased service.</p>	<p><b><u>US BANK ONE CARD PROGRAM</u></b> NRCSA has partnered with US Bank to provide this unique purchase card program for school districts. Individual school districts decide which staff members receive purchase cards. The district has control over where purchases can be made and for what amounts. This can be especially helpful when sending sponsors out with student groups.</p>	<p><b><u>NRCSA AWARDS</u></b> NRCSA annually recognizes individuals who are outstanding at serving member districts. At the Spring Conference each year NRCSA recognizes an Outstanding Elementary Teacher, Secondary Teacher, Classified Staff Member, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.</p>
<p><b><u>NRCSA EXECUTIVE BOARD</u></b> The 10-member Executive Board provides leadership and direction for the organization. Each of the six NRCSA districts is represented by at least one Superintendent from a district within the district.</p>	<p><b><u>NRCSA SCHOLARSHIPS</u></b> NRCSA annually awards 20 \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers. NRCSA also presents two \$2,000 Gary Fisher Scholarships to high school seniors going into the fine arts</p>	<p><b><u>EXCESS EQUIPMENT CLEARINGHOUSE</u></b> A free service to member districts and ESUs is the opportunity to post items for sale to all other members. Items such as vehicles, scoreboards, weight equipment, school furniture, and text books have been posted on behalf of members.</p>
<p><b><u>NEBRASKANS UNITED</u></b> NRCSA is a strong member of this group which includes most education and ag-related organizations in the State. The purpose is to work to provide property tax relief, as well as to protect and promote funding to public education.</p>	<p><b><u>NEW LEAF TELE THERAPY</u></b> Beginning with the 2023-24 school year, NRCSA has partnered with New Leaf to provide another tool in helping to provide cost effective Mental Health teletherapy services for their staff and students.</p>	<p><b><u>LEADERSHIP OPPORTUNITIES</u></b> Each year there are over 70 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents/ESU Administrators.</p>
<p><b><u>EDUCATION ASSOCIATIONS COALITION</u></b> NRCSA is an active member of this group that is comprised of all of the major education associations in the state. The purpose of the group is to work together on legislative issues facing public education.</p>	<p><b><u>NATIONAL RURAL EDUCATION ASSOCIATION</u></b> NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level.</p>	<p><b><u>RURAL TEACHER SHORTAGE</u></b> NRCSA has started a Rural Teacher Committee that was established to find ways to address the shortage of teachers in rural schools. Twelve member Superintendents work with representatives from Chadron State College, Wayne State College, and Peru State College in this work.</p>

"QUALITY RURAL SCHOOLS"

Nebraska Rural Community Schools Association 440 S. 13th St, Suite B, Lincoln, NE 68508

**Northwest Public Schools  
June 1-30th Option Enrollment Request Summary**

**Current Students Enrolled 2024-25**

NWHS			Cedar Hollow			1R			St Libory		
	Opt	Total		Opt	Total		Opt	Total		Opt	Total
9	144	178	K	27	38	K	11	20	K	1	12
10	142	168	1	28	41	1	11	20	1	4	13
11	128	162	2	27	40	2	11	21	2	10	18
12	127	163	3	23	37	3	8	23	3	7	21
Total	541	671	4	25	40	4	9	19	4	11	20
			5	29	42	5	14	21	5	13	20
			6	29	41	6	12	23	6	9	19
			7	34	44	7	14	25	7	8	14
			8	35	47	8	17	25	8	13	19
			Total	257	370	Total	107	197	Total	76	156

Enrollment in PS		9/5	10/8	11/5	12/3	1/7	2/6	3/5	4/9	5/6	6/3	7/8
Northwest		682	682	681	680	676	672	672	671	671	671	671
Cedar Hollow		378	378	378	377	378	377	377	372	370	370	370
1R		194	197	197	197	194	196	195	197	197	197	197
St. Libory		157	161	158	154	154	153	153	154	156	156	156
Preschool		24	23	23	23	23	23	23	23	23	23	23
Totals		1435	1441	1437	1431	1425	1421	1420	1417	1417	1417	1417

**2025-26**

NWHS						Cedar Hollow					1R					St Libory							
	Current Resident	Current Option	Opt In	Opt Out	Total		Current Resident	Current Option	Opt In	Opt Out	Total		Current Resident	Current Option	Opt In	Opt Out	Total		Current Resident	Current Option	Opt In	Opt Out	Total
9	26	65	130		221	K	10		46		56	K	12		13		25	K	14		6		20
10	34	144	4		182	1	11	27	3		41	1	9	11		1	20	1	12		1		13
11	26	142	2		170	2	13	28	6		47	2	9	11	5		25	2	9	4	3		16
12	34	128	3		165	3	13	27	5		47	3	10	11	3		24	3	8	10	4		22
Total	120	479	139		738	4	14	23	4		45	4	15	8	1		24	4	14	7	1		22
						5	15	25	1		41	5	10	9	3		22	5	10	11	3		24
						6	13	29	13		55	6	7	14	5		26	6	8	13	4		25
						7	12	29			41	7	11	12			23	7	11	9		1	20
						8	10	34	4		48	8	11	14			25	8	6	8	1		15
						Total	111	222	82	0	421	Total	94	90	30	1	214	Total	92	63	22	1	177