

Board of Education Regular Meeting
Monday, July 8, 2024 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 the necessary action to update the Improvement of Instruction Model evaluation forms
 - 6.2. Review, discuss and take possible action on the bid to update the sound system in the original gym.
 - 6.3. Discuss, consider, and take the necessary action on lunch prices for the 2024-2025 school year.
 - 6.4. 2024-25 K-8 and 9-12 Student Handbooks
 - 6.5. 2024 -2025 Classified Employee Handbook
 - 6.6. 2024-25 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 2024 - 2025

school year.

7. Superintendent's Report

7.1. Summer Building Projects Update

7.2. Legislative update.

7.3. Option Transfer Enrollment Summary June 2024

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 10, 2024, 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

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

A motion to approve the consent agenda was made by Artie Moeller and seconded by Aaron Buhrman which passed with all members voting yes.

The Policy Committee will report during tonight's action items.

Dr. Edwards gave a report on the board policies that the Policy Committee reviewed for necessary revisions. Zach Mader made a motion to approve the revisions for board policies 1050, 3130, 3140, 3571, 4141, 5006, 5008, 5101, 5201, 5205, 8240, 8342, and 8346 and table policy 6700. The motion was seconded by Paul Mader and passed with all members voting yes.

Paul Mader made a motion to approve new board policies 3241, 5013, and 6111. The motion was seconded by Artie Moeller and passed with all members voting yes.

Robin Schutt made a motion to approve the resolution to continue the cooperative agreement with GIPS, GICC and Heartland Lutheran for baseball. Artie Moeller seconded the motion and all members voted yes.

Zach Mader made a motion to accept the bid for a videoboard/scoreboard for Rosencrant's Gymnasium \$130,830. This motion was seconded by Artie Moeller and passed with Aaron Buhrman, Daniel Leiser, Zach Mader and Artie Moeller voting yes and Paul Mader and Robin Schutt voting no.

The Superintendent's Report included the following items:

- Legislative update
- Option/Transfer Enrollment Summary May 2024

Leiser adjourned the meeting at 8:01 PM.

INVOICES SUBMITTED FOR PAYMENT

JULY 8, 2024

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
Checking	1	Fund: 01 GENERAL FUND	
73694	4IMPRINT INC	SUPPLIES	318.77
146100	ACE HARDWARE	SUPPLIES	383.82
73695	ADVANCE AUTO PARTS	SUPPLIES	13.67
73696	AKRS EQUIPMENT	SUPPLIES	114.50
73697	ALL STAR AUTO GLASS OF GRAND ISLAND	GLASS REPAIR	338.92
146101	ALMQUIST, MALTZAHN, GALLOWAY & LUTH	ACCOUNTING SERVICES	476.00
73698	AMAZON CAPITAL SERVICES INC	SUPPLIES	5,016.34
146102	AURORA CO-OP	GASOLINE/PROPANE	1,113.70
146103	B&H PHOTO-VIDEO	SUPPLIES	3,121.63
73699	BRAD MORSE DIGGING &TRENCHING	MAINTENANCE	160.00
73700	CENTRAL MINNESOTA ED RESEARCH & DEVELOPMENT COUNCIL	SOFTWARE	6,336.75
146104	CENTRAL NEBRASKA REHABILITATION SERVICES	CONTRACTED SERVICES	6,837.64
73701	CENTURYLINK	PHONE	150.00
146105	CHARRON, CRAIG	CONSTRUCTION	456.38
73702	CHARTER COMMUNICATIONS	INTERNET	1,287.59
146106	CITY OF GRAND ISLAND UTILITIES	ELECT/WATER/SEWER	15,200.00
146107	CLEARFLY	PHONE BILL	1,193.18
73703	COLLABORATIVE SUMMER LIBRARY PROGRAM	SUPPLIES	120.79
146108	COMPUTER CONCEPTS	SUPPLIES/EQUIPMENT	41,038.45
146109	COMPUTER HARDWARE INC	SUPPLIES/REPAIRS	319.92
146110	CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	30.02
73704	CULLIGAN	SALT & RENT	76.00
146111	DAS STATE ACCTG - CENTRAL FINANCE OCIO	TELEPHONE SERVICE	340.90
73705	DELRAY MANUFACTURING	PARTS	182.00
73706	DEMME LEARNING	SUPPLIES	399.00
73707	DOUG'S TELECOMMUNICATIONS & SECURITY	EQUIPMENT AND SERVICE	4,365.00
146112	EAKES OFFICE SOLUTIONS	SUPPLIES	7,001.37
146113	FATHER FLANAGAN'S BOYS' HOME	TUITION	11,318.40
73708	GREAT MINDS PBC	BOOKS AND SUPPLIES	2,261.75
73709	GREATMATS.COM CORPORATION	SUPPLIES	1,239.12
73710	HALL COUNTY ELECTION COMMISSIONER	ELECTION EXPENSES	135.00
73711	HD SUPPLY FACILITIES MAINTENCE LTD	SUPPLIES	303.15
73712	HEARTLAND ROOFING CONSULTANT	ROOFING CONSULTANT FEES	10,570.00
146114	HERZBERG, MICHAEL	REIMBURSEMENT	52.87
146115	HOMETOWN LEASING	COPIER LEASE PYMT	842.62

INVOICES SUBMITTED FOR PAYMENT

JULY 8, 2024

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
73713	HONEYWELL	CONTRACT SERVICES	4,906.59
146116	HORAK, SHEILA	CONTRACTED SERVICES	2,927.34
73714	HOWARD GREELEY RURAL PUBLIC POWER DIST	UTILITIES	2,955.85
73715	ISLAND SUPPLY & WELDING CO	SUPPLIES/REPAIRS	70.80
146117	JW PEPPER & SON, INC	MUSIC	1,955.01
73716	K2 TROPHIES & AWARDS LLC	SUPPLIES	164.59
146118	KELLY SUPPLY COMPANY	SUPPLIES	34.95
146119	LEPANT, JAMIE	REIMBURSEMENT	47.44
73717	MARCIA BRENNER ASSOCIATES	SOFTWARE	1,288.00
146120	MATHESON TRI-GAS INC	SUPPLIES	151.29
73718	MENARDS	SUPPLIES/EQUIPMENT	1,725.73
146121	MID NEBRASKA DISPOSAL INC	GARBAGE SERVICE	1,604.00
146122	MIDWEST CONNECT LLC	POSTAGE	500.00
146123	MOSER, MARTIN	REIMBURSEMENT	52.87
146124	NCS PEARSON INC AKA PEARSON EDUCATION	TEXTBOOKS	3,338.40
73719	NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS	REGISTRATION	525.00
73720	NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB	WATER TESTING	15.00
73721	NORTHWEST ACTIVITY FUND	REIMBURSEMENT	4,624.50
73722	NORTHWESTERN ENERGY	UTILITIES	289.17
73723	NU MOTION	SUPPLIES	6,885.23
73724	O'HARA PLUMBING	SERVICES	650.00
146125	ONE SOURCE	BACKGROUND CHECKS	39.00
73725	PERRY GUTHERY HAASE & GESSFORD	LEGAL SERVICES	425.75
73726	PINNACLE BANK	SUPPLIES/INSERVICE	22.20
73727	PINNACLE BANK	SUPPLIES/INSERVICE	239.90
73728	PINNACLE BANK	SUPPLIES/INSERVICE	4.46
73729	PINNACLE BANK	SUPPLIES/INSERVICE	180.00
73730	PINNACLE BANK	SUPPLIES/INSERVICE	39.11
73731	PINNACLE BANK	SUPPLIES/INSERVICE	2,256.43
73732	PINNACLE BANK	SUPPLIES/INSERVICE	3,144.95
146126	POMP'S TIRE SERVICE INC	VEHICLE MAINTENANCE	207.85
73733	RAS TECHNOLOGY CONSULTANTS INC	TECHNOLOGY	325.00
73734	REAMS SPRINKLER SUPPLY	REPAIRS	228.00
146127	RENAISSANCE LEARNING INC	SUPPLIES	8,383.20
73735	RENTOKIL NORTH AMERICA INC DBA PRESTO-X	CONTRACT SERVICE	519.89
146128	RETZLAFF, TARA	REIMBURSEMENT	52.87
73736	RINDER PRINTING	PRINTING/SUPPLIES	150.17
146129	RUPP, ROBERT	REIMBURSEMENT	692.17

INVOICES SUBMITTED FOR PAYMENT

JULY 8, 2024

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
73737	SAAT'S FLOORING	CONTRACTOR	12,885.95
73738	SAM'S CLUB MC/SYNCB	SUPPLIES	158.36
146130	SAVVAS LEARNING COMPANY LLC	SUPPLIES	1,835.89
73739	SECURE CONTENT TECHNOLOGIES LTD	TECHNOLOGY	2,802.00
73740	SMARTSIGN	SUPPLIES	619.20
146131	SMITH, PAUL	REIMBURSEMENT	52.87
146099	SOFTWARE UNLIMITED INC	COMPUTER SOFTWARE	8,650.00
146132	SOUTHERN PUBLIC POWER DISTRICT	ELECTRICTY	3,985.62
146133	STAPLES BUSINESS ADVANTAGE	SUPPLIES	44.85
73741	STUHR MUSEUM	SUPPLIES	273.00
73742	SUPREME SCHOOL SUPPLY CO	SUPPLIES	118.30
73743	USEFUL BUILDERS LLC	SERVICES	500.00
73744	VERIZON WIRELESS	CELLULAR PHONE	296.44
73745	WALMART	SUPPLIES/EQUIPMENT	62.88
73746	WEST MUSIC	SUPPLIES	4.50
73747	WHOLENESS HEALING EAP	SUPPORT SERVICE	5,970.00
		Fund Total:	212,997.82
Checking	2	Fund: 02	DEPRECIATION FUND
73748	BTS COMMUNICATIONS	COMPUTER SUPPLIES/CABLING	34,436.00
		Fund Total:	34,436.00
Checking	8	Fund: 08	BUILDING FUND
1381	BRAD MORSE DIGGING &TRENCHING	MAINTENANCE	1,000.00
1382	ISLAND GLASS CO	REPAIRS	15,050.00
		Fund Total:	16,050.00
Checking	4	Fund: 09	HAZARDOUS ABATEMENT FUND
73749	ENVIRONMENTAL DIRECT INC	BUILDING MAINTENANCE	4,400.00
		Fund Total:	4,400.00

**TREASURER'S REPORT
FOR THE MONTH OF JUNE 2024
JULY 8, 2024**

GENERAL FUND

Balance, Beginning of the Month	\$ 6,637,430.33
Receipts	1,688,413.69
Expenditures	1,503,756.43
Balance, End of the Month	\$ 6,822,087.59

BUILDING FUND

Balance, Beginning of the Month	\$ 994,252.28
Receipts	79,419.91
Expenditures	15,492.50
Balance, End of the Month	\$ 1,058,179.69

BOND FUND

Balance, Beginning of the Month	\$ 139,146.82
Receipts	574.16
Expenditures	-
Balance, End of the Month	\$ 139,720.98

**TREASURER'S REPORT
FOR THE MONTH OF JUNE 2024
JULY 8, 2024**

DEPRECIATION FUND

Balance, Beginning of the Month	\$	425,119.16
Receipts		1,501.50
Expenditures		166,690.46
Balance, End of the Month	\$	259,930.20

EMPLOYEE BENEFIT FUND

Balance, Beginning of the Month	\$	5,673.64
Receipts		25.99
Expenditures		4,692.90
Balance, End of the Month	\$	1,006.73

QUALIFIED CAPITAL PURPOSE FUND

Balance, Beginning of the Month	\$	8,548.71
Receipts		35.27
Expenditures		-
Balance, End of the Month	\$	8,583.98

NORTHWEST PUBLIC SCHOOLS
LUNCH FUND
JUNE 2024

	<u>Monthly Activity</u>	<u>Year to Date Activity</u>	<u>Budget</u>
<u>REVENUE</u>			
SALES - STUDENT LUNCHES	0.00	102,754.20	198,000.00
NON REIMB MEALS / ALA CARTE	725.57	273,688.77	100,000.00
STATE REIMBURSEMENT	1,109.31	32,406.20	2,000.00
FEDERAL REIMBURSEMENT	8,891.43	183,681.30	500,000.00
TRANSFERS FROM GENERAL FUND	0.00	0.00	50,000.00
TOTAL REVENUE	\$10,726.31	\$592,530.47	\$850,000.00
<u>EXPENDITURE</u>			
SALARY- FOOD SERVICE	4,699.01	47,090.10	65,000.00
FOOD SERVICE SALARY CH	1,431.78	36,661.70	50,000.00
FOOD SERVICE SALARY - 1R	504.30	18,822.47	30,000.00
FOOD SERVICE SALARY - SL	928.07	30,109.65	30,000.00
FOOD SERVICES SALARY - NW	4,425.61	113,361.03	125,000.00
FOOD SERVICE INS	842.09	8,420.90	0.00
INS - CED HOLLOW	2,567.09	25,670.90	30,000.00
INS - 1R	831.91	8,319.10	12,000.00
INS - ST LIBORY	1,736.37	17,363.70	20,000.00
INS - NWHS	4,991.88	49,932.27	0.00
FOOD SERVICE FICA - NON INSTRUCT STAFF	354.85	3,556.15	4,000.00
FICA - CED HOLLOW	99.48	2,715.79	4,000.00
FICA - 1R	38.45	1,439.46	2,000.00
SOC SEC - ST LIBORY	45.79	2,077.59	20,000.00
FICA - NWHS	325.75	8,559.41	10,000.00
FOOD SERVICE RET - NON INSTR STAFF	345.38	3,461.15	4,000.00
RET - CED HOLLOW	105.24	2,694.65	0.00
RET - 1R	37.07	1,383.46	2,500.00
RET - ST LIBORY	49.41	1,805.80	2,500.00
RET - NWHS	316.95	8,188.85	10,000.00
FOOD SERV RET - INCR CONTR	118.78	1,190.33	0.00
RET - ADDL	36.19	926.74	800.00
RET - ADDL	12.75	475.79	800.00
RET - ADDL	16.99	621.05	800.00
RET - ADDL	109.02	2,816.31	1,200.00
INSERVICE LUNCH STAFF	0.00	210.00	200.00
REPAIRS / MAINT SERVICES	1,583.31	8,453.86	5,000.00
SUPPLIES - C	0.00	603.40	3,000.00

**NORTHWEST PUBLIC SCHOOLS
LUNCH FUND
JUNE 2024**

	<u>Monthly Activity</u>	<u>Year to Date Activity</u>	<u>Budget</u>
SUPPLIES - 1R	0.00	5.25	3,000.00
SUPPLIES - SL	0.00	5.25	3,000.00
SUPPLIES - NWHS	203.00	96,584.30	100,000.00
FOOD - PROGRAM - CH	365.88	61,258.97	75,000.00
FOOD - PROGRAM - 1R	214.31	31,382.33	45,000.00
FOOD - PROGRAM - SL	261.78	31,251.04	45,000.00
FOOD - PROGRAM - NWHS	176.23	46,683.03	130,000.00
PURCH SERV - REP/MAINT - NWHS	0.00	0.00	0.00
SOFTWARE - WEB - NWHS	0.00	5,435.39	6,200.00
MISCELLANEOUS - NWHS	0.00	16,404.33	10,000.00
TOTAL EXPENDITURE	<u>\$27,774.72</u>	<u>\$695,941.50</u>	<u>\$850,000.00</u>

**NORTHWEST PUBLIC SCHOOLS
GENERAL FUND
BUDGET SUMMARY
JUNE 2024**

	BUDGET	MONTHLY EXPENDITURES	TOTAL EXPENDITURES TO DATE	% OF BUDGET SPENT
INSTRUCTION	10,160,100.00	775,015.84	8,303,280.24	81.72
LEP	48,925.00	4,046.94	41,625.27	85.08
POVERTY	176,125.00	8,892.15	149,428.69	84.84
EARLY CHILDHOOD	128,400.00	9,149.02	124,260.17	96.78
SPECIAL EDUCATION PROGRAMS K-12	1,460,625.00	81,329.22	1,001,054.86	68.54
SUMMER SCHOOL	0.00	0.00	0.00	0.00
ATTENDANCE AND SOCIAL WORK	17,300.00	4,450.00	4,796.00	27.72
GUIDANCE SERVICES	469,075.00	34,574.36	388,598.14	82.84
HEALTH SERVICES	171,925.00	(8,397.44)	122,211.67	71.08
PSYCH SERVICES SPED SCHOOL AGE	304,100.00	32,094.80	324,063.28	106.56
PSYCH SERVICES SPED 3-5	16,375.00	1,332.87	13,328.70	81.40
SPEECH PATH K-12	200,900.00	16,351.30	164,306.96	81.79
SPEECH PATH/AUDIO SPED 3-5	16,850.00	1,898.29	14,862.81	88.21
SPEECH PATH/AUDIO SPED 0-2	0.00	63.70	580.47	0.00
OCCUP THERAPY K-12	34,400.00	6,754.31	54,104.34	157.28
OCCUPATIONAL THERAPY SPED 3-5	0.00	1,240.65	8,461.56	0.00
OCCUPATIONAL THERAPY SPED 0-2	0.00	0.00	3,217.10	0.00
PHYSICAL THERAPY K-12	11,600.00	1,470.81	25,220.93	217.42
PHYSICAL THERAPY - SPED 3-5	0.00	414.17	3,890.21	0.00
PHYSICAL THERAPY - SPED 0-2	1,000.00	313.80	3,135.76	313.58
VISUAL IMP SERV - K-12	12,000.00	0.00	0.00	0.00
VISUALLY IMP SERV - SPED 3-5	0.00	435.48	2,949.28	0.00
OTHER PUPIL SUPPORT SERV	0.00	3,000.00	27,000.00	0.00
SCHOOL IMPROVEMENT	49,400.00	3,593.83	36,942.10	74.78
INSTRUCT / CURRICULUM DEV	81,485.00	9,791.42	69,191.77	84.91
INSTRUCTIONAL STAFF TRAINING	4,500.00	0.00	1,870.00	41.56
IMPLEMENATION OF STANDARDS	46,100.00	3,384.59	34,549.78	74.95
LIBRARY / MEDIA SERVICES	263,660.00	17,234.27	217,005.55	82.31
TECHNOLOGY - INSTRUCTION RELATED	161,540.00	20,229.17	117,591.31	72.79
BOARD OF EDUCATION	20,000.00	0.00	11,054.25	55.27
EXECUTIVE ADMINISTRATION	496,435.00	32,950.68	406,409.43	81.87
DISTRICT LEGAL SERVICES	15,000.00	0.00	5,682.10	37.88
OFFICE OF THE PRINCIPAL	1,112,375.00	88,517.50	934,131.99	83.98
SCHOOL ADMINISTRATION - OTHER	207,750.00	15,181.51	185,135.67	89.11
FISCAL SERVICES	64,300.00	4,874.85	73,682.38	114.59
PUBLIC INFORMATION SERVICES	0.00	0.00	2,625.00	0.00
PERSONNEL SERVICES	69,900.00	6,518.80	34,686.74	49.62
TECHNOLOGY - ADMINISTRATIVE	422,650.00	27,911.88	249,074.39	58.93
CENTRAL SERVICES - OTHER	116,400.00	32,344.91	75,515.08	64.88
OPERATION OF BUILDINGS	1,146,425.00	108,457.27	1,123,959.46	98.04
MAINTENANCE OF BUILDINGS	500,500.00	41,898.20	218,925.08	43.74
UPKEEP OF GROUNDS	54,800.00	2,220.01	44,731.54	81.63
VEHICLE OPER/MAINT - NON STUDENT	4,000.00	936.36	6,994.20	174.86
SAFETY	5,830.00	72.57	725.70	12.45
VEHICLE OPERATION - REG EDUCATION	29,800.00	1,338.07	12,993.81	43.60

**NORTHWEST PUBLIC SCHOOLS
GENERAL FUND
BUDGET SUMMARY
JUNE 2024**

	BUDGET	MONTHLY EXPENDITURES	TOTAL EXPENDITURES TO DATE	% OF BUDGET SPENT
VEHICLE OPERATION - SPED	0.00	565.95	7,249.04	0.00
VEHICLE OPERATION - SPED 0-2	0.00	236.37	3,394.45	0.00
VEHICLE MAINT - REG ED	8,000.00	0.00	6,932.27	86.65
VEHICLE MAINT - SPED K-12	0.00	0.00	2,352.41	0.00
STUDENT TRANSPORTATION - OTHER	415,000.00	27,910.60	517,245.48	124.64
CATERGORIAL GRANTS	15,000.00	1,823.75	15,231.58	101.54
HIGH ABILITY LEARNERS	12,000.00	2,215.18	3,615.54	30.13
STATE EARLY CHILDHOOD GRANT	33,975.00	2,798.11	23,243.44	68.41
TITLE I PART A	144,375.00	7,250.58	77,272.19	53.52
TITLE II PART A	21,500.00	(1,182.21)	34,267.15	159.38
IDEA PART B (611) BASE & ENROLL POV	292,600.00	28,629.77	292,553.59	99.98
IDEA SPECIAL PROJECTS	9,000.00	0.00	16.35	0.18
IDEA PART B	0.00	0.00	14,369.51	0.00
IDEA PRESCHOOL	0.00	0.00	2,344.00	0.00
CARL PERKINS	3,000.00	500.00	2,764.98	92.17
OTHER FEDERAL GRANTS	0.00	0.00	15,600.00	0.00
ESSER III	0.00	23,255.60	134,003.45	0.00
TRANSFERS	125,000.00	0.00	100,000.00	80.00
TOTAL	19,182,000.00	1,485,889.86	15,896,309.20	82.87

**NORTHWEST PUBLIC SCHOOLS
ACTIVITY FUND
JUNE 2024**

<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance</u>
ATHLETIC HALL OF FAME	(528.15)	0.00	0.00	(528.15)
BAND	4,898.30	4,233.06	0.00	665.24
CLASS OF 2026	20.00	0.00	0.00	20.00
CLASS OF 2025	1,384.96	0.00	0.00	1,384.96
CLASS OF 2024	2,278.15	123.93	0.00	2,154.22
CLASS OF 2023	2,950.39	0.00	0.00	2,950.39
CONCESSIONS	35,599.39	0.00	0.00	35,599.39
MEDIA	1,471.83	293.20	0.00	1,178.63
DRAMA	1,257.55	0.00	0.00	1,257.55
FBLA	4,277.86	0.00	500.00	4,777.86
FCA	693.33	0.00	0.00	693.33
SMALL ENGINES	50.85	0.00	0.00	50.85
FFA	27,151.31	2,253.13	36.00	24,934.18
FCCLA	3,639.51	827.37	701.75	3,513.89
MARKETING CLASS	231.64	0.00	0.00	231.64
FOREIGN LANG CLUB	393.60	0.00	0.00	393.60
CTE FUNDRAISING	(39.25)	0.00	0.00	(39.25)
NAT HONOR SOCIETY	1,469.62	0.00	0.00	1,469.62
YEARBOOK	16,254.63	0.00	0.00	16,254.63
SAGA	1,286.77	0.00	0.00	1,286.77
STUDENT COUNCIL	2,474.26	354.34	0.00	2,119.92
CHEERLEADERS	(3,965.33)	10,910.00	4,876.47	(9,998.86)
DANCE TEAM	25,745.63	16,107.86	5,875.00	15,512.77
SPED BUSINESS	2,057.28	0.00	0.00	2,057.28
VOCAL MUSIC	12,765.00	119.00	0.00	12,646.00
CONSTRUCTION HOUSE	(207,042.80)	22,172.12	212.03	(229,002.89)
NOBEL PRIZE	1,866.49	0.00	0.00	1,866.49
SHOW CHOIR	66,577.27	7,470.00	30,283.14	89,390.41
DONATION	1,586.19	10,869.08	0.00	(9,282.89)
TECHNOLOGY	142,214.63	79,300.00	298.00	63,212.63
GENERAL ACTIVITIES	(149,386.28)	3,274.00	26,591.63	(126,068.65)
MEMORIALS / GIFTS	18,239.37	0.00	0.00	18,239.37
COMMUNITY/PROMOTION	2,261.15	50.00	4.40	2,215.55
CCC TUITION	84,450.74	0.00	15,720.00	100,170.74
SCHOOL STORE	20,587.98	0.00	0.00	20,587.98
VIDEO DISPLAY SIGN	(127,372.00)	0.00	0.00	(127,372.00)
IND ARTS ST PROJECTS	14,569.80	0.00	0.00	14,569.80
GREENHOUSE	5,728.52	0.00	0.00	5,728.52
RESTITUTION	21,750.00	0.00	0.00	21,750.00
SKILLS USA	(546.00)	0.00	0.00	(546.00)
SPEECH	791.57	0.00	0.00	791.57
HS COURTESY COMMITTEE	58.63	30.00	0.00	28.63
BOWLING	(1,724.94)	0.00	0.00	(1,724.94)
MUSICAL	61,608.27	9,000.00	375.00	52,983.27
BAND TRIP	1,431.50	0.00	0.00	1,431.50
WELLNESS PROGRAM	10,181.69	0.00	0.00	10,181.69
ATHLETIC TRAINERS	(210.55)	0.00	0.00	(210.55)
COMPUTER LEASE PROGRAM	(32,084.41)	3,497.00	2,671.59	(32,909.82)
ROBOTIKS	(183.10)	0.00	0.00	(183.10)
ESPORTS	5,573.69	173.55	0.00	5,400.14
POST PROM	6,731.27	0.00	0.00	6,731.27
CEDAR HOLLOW DC TRIP	825.00	0.00	0.00	825.00

CEDAR HOLLOW STUDENT COUNCIL	2,100.50	0.00	0.00	2,100.50
CEDAR HOLLOW ACTIVITIES	8,365.93	0.00	0.00	8,365.93
1R ACTIVITIES	5,196.77	1,939.60	750.00	4,007.17
STRIV	1,776.69	0.00	0.00	1,776.69
ED TRAVEL	5.00	0.00	0.00	5.00
ST LIBORY ACTIVITIES	5,867.48	0.00	0.00	5,867.48
SL PTO	(606.25)	2,572.50	0.00	(3,178.75)
VIKING CARE FUND	1,264.46	0.00	0.00	1,264.46
WEIGHT ROOM	(9,751.27)	0.00	140.00	(9,611.27)
CAPITAL CAMPAIGN	4,363.25	0.00	0.00	4,363.25
1R PTO	10,660.09	3,249.57	233.47	7,643.99
FOOTBALL	(38,721.11)	0.00	0.00	(38,721.11)
FB FUNDRAISING	6,491.51	25.00	26,465.00	32,931.51
FB FUNDRAISING PARENTS	0.00	159.50	0.00	(159.50)
SOFTBALL	204.85	0.00	0.00	204.85
SB FUNDRAISING	6,759.12	240.00	0.00	6,519.12
VOLLEYBALL	4,784.50	120.00	0.00	4,664.50
VB FUNDRAISING	5,514.19	3,590.14	395.00	2,319.05
GOLF	(6,539.27)	644.00	0.00	(7,183.27)
GOLF - FUNDRAISING	12,268.28	7,173.54	6,480.00	11,574.74
WRESTLING	(13,936.03)	146.50	0.00	(14,082.53)
G WR - FUNDRAISING	430.39	0.00	0.00	430.39
WR - FUNDRAISING	10,830.10	0.00	0.00	10,830.10
BOYS BASKETBALL	1,565.27	0.00	0.00	1,565.27
BBB - FUNDRAISING	3,188.95	128.43	0.00	3,060.52
BOYS YOUTH BB	980.88	0.00	0.00	980.88
GIRLS BASKETBALL	3,286.55	0.00	0.00	3,286.55
GBB - FUNDRAISING	11,790.10	2,647.93	0.00	9,142.17
GBB - VALOR	4,338.69	500.00	0.00	3,838.69
SOCCER	(12,114.56)	121.42	0.00	(12,235.98)
B SOCCER - FUNDRAISING	491.29	812.00	50.00	(270.71)
G SOCCER - FUNDRAISING	1,145.40	1,644.86	631.65	132.19
TRACK	(2,525.28)	6,024.00	0.00	(8,549.28)
TRACK - FUNDRAISING	8,061.10	89.82	0.00	7,971.28
CROSS COUNTRY	(645.52)	0.00	20.00	(625.52)
CC - FUNDRAISING	51.72	0.00	100.00	151.72
MIDDLE SCHOOL ATHLETICS	757.38	1,363.27	0.00	(605.89)
ATHLETICS	57,794.17	3,824.24	0.00	53,969.93
SUMMER CAMPS	29,967.91	50.00	7,515.00	37,432.91
	<u>217,766.04</u>	<u>208,123.96</u>	<u>130,925.13</u>	<u>140,567.21</u>

NWPS Professional Goal Form Appraisal Cycle-Probationary Teachers Y1-3 OR Y4+ 2024-2025

NAME: AUTHOR:
JOB TITLE: DATE:
SCHOOL:
SUBJECT:
GRADE:

SHARE: 

Professional Goal Setting and Reflection

STEP 1: Teacher Self-Audit

Begin by rating yourself on the development scales for the forty-three elements in [The New Art and Science of Teaching](#). (Handout) You can also reference the [Marzano Compendium](#) in the PLC Resource Folder shared with you in Google Drive. The Marzano Compendium presents each of the 43 elements and lists several strategies for each element. As you complete the self-audit, think about which element or combination of elements you want to focus your goal on for this year. Elements 1-6, 8,9,16,17,19,21-24, 27, and 33 are included in the Formal Classroom Observation.

Developmental Scale for Elements

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and monitor the extent to which my actions affect students.	I adapt behaviors and create new strategies for unique student needs and situations.

STEP 2: Select one or more elements for the focus of your goal.

Choose an element(s) for which you can improve rather than something that you are already effectively using in your classroom. Consider your formal evaluation feedback, and how you might support your school improvement goals when you choose an element(s) for your professional goal.

*** List the element(s) number and description, i.e. Element 3 - Celebrating success**

*** Using the developmental scale above please share your current rating for the element(s) you chose and explain why you chose that rating.**

*** Step 3: Write a plan of specific strategies and behaviors that will be done to reach your goal. You can reference the Marzano Compendium, found in the PLC Resource Folder on google drive, for ideas and strategies. What tools do you need to accomplish your goal? List the resources and/or strategies you will use.**

*** Describe how you know the strategy is working. What evidence will you collect that shows you have had an impact on learner outcomes? This could include student surveys, video observations, peer observations, student achievement or other.**

Teacher Signature

Sign

Teacher Progress Chart

Teachers, as well as students need to track progress, and celebrate success. Use the rating scales below to record the progress on your goal at the beginning of second semester and at the end of the year.

January/Mid-Year Reflection

Developmental Scale for Elements - Where would you rate yourself now?

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and monitor the extent to which my actions affect students.	I adapt behaviors and create new strategies for unique student needs and situations.

*** Using the developmental scale above please share your current rating for the element(s) you chose and explain why you chose that rating.**

*** What are some specific actions you will take to improve?**

If you have met your goal, and you have reached a 4 on the scale, what might be another area you are interested in improving upon?

Teacher Signature

Sign

April/May/End-Year Reflection

Reflect on the progress you've made towards achieving your professional goal(s) this year.

Developmental Scale for Elements - Where would you rate yourself now?

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and monitor the extent to which my actions affect students.	I adapt behaviors and create new strategies for unique student needs and situations.

*** How would you rate yourself now? Where have you seen progress towards meeting your goal? What is your evidence?**

*** What are areas of challenge or obstacles you face?**

*** What support do you need to reach your goal?**

Teacher Signature

Sign

Administrator Comments

Administrator Signature

Sign



NWPS Professional Goal Form Growth Cycle Tenured Teachers Y4+ 2024-2027

NAME: AUTHOR:
JOB TITLE: DATE:
SCHOOL:
SUBJECT:
GRADE:

SHARE: Off

Year 1 - Current Reality/Rationale for Goal/Marzano Element: Begin by rating yourself on the development scales for the 43 elements in The New Art and Science of Teaching.(Handout) You can also reference the Marzano Compendium in the PLC Resource Folder shared with you in Google Drive which presents each of the 43 elements and lists several strategies for each element. As you complete the self-audit, think about which element or combination of elements to use for your professional goal.

*** Describe your current reality and the rationale for the professional goal you are setting to improve student learning.**

*** Name the Marzano element(s) that your goal will support, i.e. Element 2 Tracking Student Success and Element 5 Using formal assessments of individual students. Using the rating scale on the self-audit explain explain how you currently rate your performance on the element(s) you chose and explain why you chose that rating.**



Write a plan of specific strategies and behaviors that will be done to reach your goal. Include the tools or resources you will use to help you reach your goal.

The [Marzano Compendium](#) which is found in the PLC resource folder in Google Drive lists strategies for each element. Include a timeline for meeting your goal. You can write your plan here or attach your plan to this document by clicking on the paper clip icon.

Describe how you will know the strategy works. What evidence will you collect that shows you have had an impact on learner outcomes?

This could include student surveys, video observations, peer observations, student achievement or other artifacts.

Teacher Signature

Sign

January/Mid-Year Reflection Year 1

Teacher Progress

Teachers, as well as students need to track progress, and celebrate success. Use the rating scales below to record the progress on your goal at the beginning of second semester and at the end of the year.

Reflect on your progress using this scale.

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and I monitor the extent to which my actions affect student outcomes.	I adapt behaviors and create new strategies for unique student needs and situations.

*** Describe your progress toward your goal.**

What have you done to implement your plan? What has worked? What were your successes and challenges? What would you do differently? What are some specific actions you will take to improve? Are you on track, or do you need to adjust your timeline?

Teacher Signature

Sign

April/May/End-Year Reflection Year 1

Reflect on the progress you've made towards achieving your professional goal(s) this year.

How do you rate yourself using the Marzano scales at this time?

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and I monitor the extent to which my actions affect student outcomes.	I adapt behaviors and create new strategies for unique student needs and situations.

*** Where have you seen progress toward meeting your goal?**

*** What are areas of challenge or obstacles you face in meeting your goal?**

*** What support do you need to reach your goal?**

Teacher Signature

Sign

Administrator Comments

Administrator Signature

Sign

Year 2 - Current Reality/Rational for continuing work on the same goal or to change the goal.

- * Describe your current reality and the rationale for continuing the professional goal you set in Year 1 or describe why you have decided to change the goal.

* Revisit your original plan.

What adjustments might you need to make to continue your work toward your goal? What will be your focus for this school year? If you are setting a new goal, please refer to Marzano's Compendium in the PLC Resource Folder for each element to write a new action plan for the elements you are working towards to improve student learning.

How do you rate yourself using the Marzano scales at this time?

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and I monitor the extent to which my actions affect student outcomes.	I adapt behaviors and create new strategies for unique student needs and situations.

*** What is your current rating for the elements of your goal? Describe and/or attach evidence you have collected that shows you have had an impact on learner outcomes and the progress you are making toward your goal.**

This could include student surveys, video observations, peer observations, student achievement or other artifacts.

Teacher Signature

Sign

January/Mid-Year Reflection Year 2

Teacher Progress Year 2

Teachers, as well as students need to track progress, and celebrate success. Use the rating scales below to record the progress on your goal at the beginning of second semester and at the end of the year.

How do you rate yourself using the Marzano scales at this time?

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and I monitor the extent to which my actions affect student outcomes.	I adapt behaviors and create new strategies for unique student needs and situations.

*** Describe your progress toward your goal.**

What did you do to implement your plan? What worked? What were your successes and challenges? What would you do differently?

*** What are some specific actions you will do to improve? Are you on track, do you need to adjust your timeline? What evidence supports your progress?**

Teacher Signature

Sign

April/May/End-Year Reflection Year 2

Reflect on the progress you've made towards achieving your professional goal(s) this year.

Reflect on your progress using the Marzano development scale.

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and I monitor the extent to which my actions affect student outcomes.	I adapt behaviors and create new strategies for unique student needs and situations.

*** Where have you seen progress towards meeting your goal?**

*** Describe any areas of challenge or obstacles you face in meeting your goal?**

*** What support do you need to reach your goal?**

Teacher Signature

Sign

Administrator Comments

Administrator Signature

Sign

Year 3 - Current Reality/Rational for continuing work on the same professional goal or for creating a new professional goal for Year 3 of the Appraisal Cycle.

Reflect on your progress on the scale, or if this a new goal what is your current rating.

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and I monitor the extent to which my actions affect student outcomes.	I adapt behaviors and create new strategies for unique student needs and situations.

*** Are you on track to meet your goal at the end of this appraisal cycle? What adjustments do you need to make to continue to work toward your goal? What will be your focus for this school year? How will you know if you have met your goal? If you are setting a new goal, please refer to Marzano's Compendium in the PLC Resource Folder for each element to write a new action plan for the elements you are working towards to improve student learning.**

*** Describe and/or attach evidence you have collected that shows you have had an impact on learner outcomes.**

This could include student surveys, video observations, peer observations, student achievement, or other artifacts.

Teacher Signature

Sign

Teacher Progress Year 3

Teachers, as well as students need to track progress, and celebrate success. Use the rating scales below to record the progress on your goal at the beginning of second semester and at the end of the year.

January/Mid-Year Reflection Year 3

How do you rate yourself using the Marzano scales at this time?

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and I monitor the extent to which my actions affect student outcomes.	I adapt behaviors and create new strategies for unique student needs and situations.

*** Describe the progress you are making toward meeting your goal.**

What did you do to implement your plan in Year 3? What worked? What were your successes and challenges? What would you do differently?

*** What are some specific actions you will do to improve? What evidence will show you are making progress?**

Teacher Signature

Sign

April/May/End-Year Reflection Year 3

Reflect on the progress you've made towards achieving your professional goal(s) this year.

You are at the end of Year 3 for the professional goal you have been working towards. Where do you feel you fall on this scale?

0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
I am unaware of strategies and behaviors associated with this element.	I use the strategy or behavior associated with this element incorrectly or with parts missing.	I use the strategy or behavior associated with this element, but I do not monitor the effect on students.	I use the strategy or behavior associated with this element and I monitor the extent to which my actions affect student outcomes.	I adapt behaviors and create new strategies for unique student needs and situations.

*** Did you meet your goal? If yes, describe and/or attach evidence that you have met your goal. Explain the impact on student learning that occurred as a result of working toward this goal. If you have not met your goal, share some of the challenges you have had along the way. Share what your next steps will be.**

Teacher Signature

Sign

Administrator Comments

Administrator Signature

Sign



NWPS End of Year Summative Evaluation Form

NAME: _____ AUTHOR: _____
JOB TITLE: _____ DATE: _____
SCHOOL: _____
SUBJECT: _____
GRADE: _____

SHARE: 

NWPS End of Year Summative Evaluation Form

EFFECTIVE PRACTICE: (1) Planning and Preparation

The teacher integrates knowledge of content, pedagogy, students, and standards with the established curriculum in a collaborative manner to set high expectations and develop rigorous instruction for each student that supports the growth of student learning, development, and achievement.

UNSATISFACTORY	BASIC	DEVELOPING	EFFECTIVE	EXEMPLARY
The teacher displays a very limited knowledge of content, pedagogy, students, or curriculum standards, and/or fails to develop coherent and rigorous units, lessons, and learning activities.	The teacher demonstrates a basic knowledge of content, pedagogy, students, and curriculum standards, but fails to integrate them consistently to develop units, lessons, and learning activities.	The teacher demonstrates a growing knowledge of content, pedagogy, students, curriculum and standards, and increasingly integrates this knowledge into units, lessons, and learning activities.	The teacher consistently and in a collaborative manner integrates knowledge of content, pedagogy, students, and standards with the established curriculum to develop coherent and rigorous units, lessons, and activities that support the growth of student learning, development, and achievement.	The teacher purposefully, consistently, and in a collaborative manner integrates a comprehensive knowledge of content, pedagogy, students, and standards with the established curriculum to develop rigorous units, lessons, and other learning experiences that support the growth of individual student learning, development, and achievement. This teacher is a model for other teachers and is willing to share these skills.



EFFECTIVE PRACTICE: (2) The Learning Environment

The teacher creates and maintains a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

UNSATISFACTORY	BASIC	DEVELOPING	EFFECTIVE	EXEMPLARY
The teacher fails to create and/or maintain an effective or engaging learning environment.	The teacher demonstrates difficulties with creating and/or maintaining a learning environment that fosters positive relationships or promotes active student engagement in learning, development, and achievement; Strategies are not consistently implemented.	The teacher strives to create and maintain a learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement; however, the results are not consistent.	The teacher creates and maintains an effective learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.	The teacher creates and consistently maintains an exceptional learning environment that fosters positive relationships and promotes active student engagement in learning, development, and achievement.

EFFECTIVE PRACTICE: (3) Instructional Strategies

The teacher uses effective instructional strategies to ensure growth in student achievement.

UNSATISFACTORY	BASIC	DEVELOPING	EFFECTIVE	EXEMPLARY
The teacher fails to use effective instructional strategies and growth in student achievement is below expectations.	The teacher has difficulty utilizing effective instructional strategies to ensure growth in student achievement.	The teacher inconsistently uses effective instructional strategies to ensure growth in student achievement. However, strategies utilized are limited.	The teacher consistently uses effective instructional strategies to ensure growth in student achievement.	The teacher consistently uses highly effective instructional strategies that result in continuous growth in learning for each student.

EFFECTIVE PRACTICE: (4) Assessment

The teacher systematically uses multiple methods of formative and summative assessment to measure student progress and to inform ongoing planning, instruction, and reporting.

UNSATISFACTORY	BASIC	DEVELOPING	EFFECTIVE	EXEMPLARY
The teacher has little or no understanding of assessment methods. Assessment results are ignored and/or not used appropriately.	The teacher has limited understanding of the various methods of assessment, and/or the teacher uses assessment results inconsistently.	The teacher increasingly develops formative and summative assessment to measure student progress. The teacher attempts to use assessment results when planning, preparing for instruction, and reporting.	The teacher consistently and systematically develops and uses multiple methods of formative and summative assessment to measure student progress. The teacher uses assessment results when planning, preparing for instruction, and reporting.	The teacher is viewed as a leader for assessment practices. He/she consistently and systematically creates and uses multiple methods of formative and summative assessment to measure student progress. The teacher disaggregates data for use in planning, preparing for instruction, and reporting.

EFFECTIVE PRACTICE: (5) Professionalism

The teacher acts as an ethical and responsible member of the professional community.

UNSATISFACTORY	BASIC	EFFECTIVE	EXEMPLARY
The teacher fails to act in an ethical and/or professionally responsible manner.	The teacher understands ethical and responsible behavior, but is inconsistent in demonstrating a high level of professional practice.	The teacher consistently models ethical and responsible behavior as a member of the professional community.	The teacher serves as a role model for ethical and responsible behavior and serves as a leader in the professional community.

PART II: INDIVIDUAL PROFESSIONAL GOAL (ACTION PLAN)

UNSATISFACTORY	BASIC	EFFECTIVE	EXEMPLARY
The Individual Professional Goals (Action Plan) have not been met to a satisfactory degree. Implementation of the Plan has not led to a positive change in job performance.	The Individual Professional Goals (Action Plan) have not been met or have been only partially met on an overall basis. There is limited evidence to date that implementation of the Plan has led to a positive change in job performance.	The Individual Professional Goals (Action Plan) have been met or nearly met on an overall basis. There is evidence that implementation and completion of the Plan has led to a positive change in job performance.	The Individual Professional Goals (Action Plan) have been met or exceeded in all respects. There is evidence that implementation and completion of the Plan has led to significant, positive, and lasting change in job performance.

PART IV: OVERALL RATING

UNSATISFACTORY	BASIC	DEVELOPING	EFFECTIVE	EXEMPLARY
In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist does not meet district performance standards for a significant segment of the evaluative criteria and improvement efforts have been inadequate.	In the judgment of the evaluator, based on a review of the evidence collected, the teacher/educational specialist has not met district performance standards for one or more evaluative criteria. Any teacher/educational specialist rated as basic will participate in an improvement plan.	In the judgment of the evaluator, based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for most evaluative criteria.	In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for the evaluative criteria on an overall basis and is actively engaged in professional development and school leadership efforts.	In the judgment of the evaluator based on a review of the evidence collected, the teacher/educational specialist meets district performance standards for all evaluative criteria and exceeds expected performance in many respects. He/she takes a leadership role in professional development and school leadership activities.

SUMMARY OF EFFECTIVE PRACTICES - AREAS OF STRENGTH

SUMMARY OF EFFECTIVE PRACTICES - AREAS OF DEVELOPMENT

Plan for Improvement attached (required for rating of "Basic" on any of the Effective Practices)

Plan of Assistance attached (required for rating of "Unsatisfactory" on any of the Effective Practices)

Additional Principal Comments

Teacher Comments

Principal Signature

Sign

Teacher Signature

Sign

My signature certifies that the evaluation results have been discussed with me. I understand my signature does not necessarily indicate agreement and that I may respond in writing to any issues contained in the evaluation.



NWPS Walkthrough Form

NAME: AUTHOR:
JOB TITLE: DATE:
SCHOOL:
SUBJECT: ELAPSED: 00:00:00
GRADE:

SHARE: Off 

Classroom Walkthrough

Beginning of Class

1. Learning target is posted in student friendly language.

- Yes
 No

2. Student Engagement - Students appear to be actively interacting with the content.

Check all that apply.

- All (100%)
 Most (80% to 99%)
 Some (50% to 79%)
 Few (Less than 50%)

3. High expectations for ALL are communicated

- Yes
 No

4. Consistent procedures and behavior expectations

Yes

No

5. Frequent "Checks for Understanding"/Formative Assessment

Yes

No

6. Effective questioning - variety of question types/levels

Yes

No

Middle of Class

7. All elements of the lesson are aligned to the learning target.

Yes

No

8. Student Engagement - Students appear to be actively interacting with the content.

Check all that apply.

- All (100%)
- Most (80% to 99%)
- Some (50% to 79%)
- Few (Less than 50%)

9. Instructional Grouping

Check all that apply.

- Individual
- Pairs
- Small Group
- Whole Group

10. High expectations for ALL are communicated

- Yes
- No

11. Consistent procedures and behavior expectations

- Yes
- No

12. Frequent "Checks for Understanding"/Formative Assessment

Yes

No

13. Effective questioning - variety of question types/levels

Yes

No

End of Class

14. Learning target is revisited through a closure activity(ie. exit slip, student collaboration, informal assessment, student reflection).

Yes

No

16. Student Engagement - Students appear to be actively interacting with the content.

Check all that apply.

All (100%)

Most (80% to 99%)

Some (50% to 79%)

Few (Less than 50%)

17. High expectations for ALL are communicated

Yes

No

18. Consistent procedures and behavior expectations

Yes

No

19. Effective questioning - variety of question types/levels

Yes

No

20. Comments

21. Reflective Questions

Follow-up

No follow-up requested

Please respond to my questions in the Teacher Reflection box below.

Principal Signature

Sign

Teacher Reflection

Teacher Signature (optional)



NWPS Formal Classroom Evaluation Tool

NAME: _____ AUTHOR: _____
JOB TITLE: _____ DATE: _____
SCHOOL: _____
SUBJECT: _____
GRADE: _____

SHARE: 

Formal Classroom Evaluation Tool

Domain 1: Instructional Strategies

Element 1 - Learning Targets

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
Learning targets are unconnected to content and NE standards, or are stated as activities.	Learning targets are provided and connect to content and/or NE standards.	Learning targets are provided in student friendly language, communicated to students at the beginning of class, revisited during instruction and used to check for understanding.	Learning targets are clearly connected to previous and new learning. All students are able to articulate and demonstrate understanding of the learning target.

Elements 2/4/5 - Tracking Student Progress/Formative Assessment

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
Little or no evidence of tracking student progress. Does not effectively and regularly check for understanding to inform instruction.	Tracks student progress, however, the majority of the students are not monitored for the desired effect, checking for understanding is not done on a regular basis.	Facilitates tracking of student progress using formative assessment tools. Checks for understanding are used frequently. Students are able to self-monitor for evidence of learning.	Students consistently track their own progress, recognize where they are going, what they have to do to get there, and when they have succeeded in reaching the targeted learning. Data from regular checks for understanding are used to monitor and adjust instruction.

Element 3 - Celebrating Student Success

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
Little or no evidence of celebrating student success.	Provides students recognition of their current status and their knowledge gained relative to the learning target.	Provides students recognition of their current status and their knowledge gained relative to the learning target. Students are motivated to enhance their status.	Success criteria is communicated, students recognize their current status and their knowledge gained relative to the learning targets. Students pursue their learning with increased confidence and competence.

Element 6 - Chunking Content into Digestible Bites

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
Students are overwhelmed with content.	Effort is made to break information into small chunks based on student needs with minimal effectiveness.	Breaks content into small chunks based on student needs and monitors the extent to which chunks are appropriate.	Adapts and creates new strategies for unique student needs in order to achieve desired effect for all students.

Element 8 - Students Record and Represent Knowledge

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
Strategy not used, or used incorrectly with parts missing.	Some students are engaged in strategies to record and represent their understanding. Strategies used do not enhance student understanding.	Most students are engaged in strategies to record their understanding of new concepts or content. Monitors how this enhances students' understanding.	Adapts and creates new strategies for unique student needs in order to achieve desired effect for all students.

Element 9 - Structured Practice Sessions

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
No strategy is used or the strategy has missing parts.	When content involves a skill, strategy or process, students are engaged in practice, but most are not monitored for understanding.	When content involves a skill, strategy or process most students are engaged in practice and monitored for understanding.	Adapts and creates new strategies for unique student needs in order to achieve desired effect for all students.

Element 16 - Identify Critical Information

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
No attempt made to identify critical information.	Signals to students of critical vs noncritical information are limited. Little to no monitoring whether students attend to critical information.	Signals to students which content is critical vs. noncritical, then monitors which students are attending to critical information.	Adapts and creates new strategies for unique student needs in order to achieve desired effect for all students.

Element 17 - Reviewing Content

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
No review is evident.	Led review with little or no monitoring of student understanding.	Led review with engagement of most students. Monitoring for understanding is evident.	Adapts and creates new strategies for unique student needs in order to achieve desired effect for all students.

Element 19 - Reflecting on Learning

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
No student reflection is evident, i.e. teacher moves from one lesson to the next without asking students to think about what they have learned.	Uses techniques to engage students in reflecting on their own learning and the learning process, but does not monitor the effect on students.	Engages students in reflecting on their own learning, the learning process, and monitors the extent to which students self-assess their understanding and effort. Student reflection occurs throughout the lesson and during closure.	Adapts and creates new strategies for unique student needs in order to achieve desired effect for all students.

Element 21- Elaborating on Information (Questioning)

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
Uses strategy incorrectly or with missing parts.	Engages students in answering questions, but the majority of students are not monitored for the desired effect of the strategy.	Engages students in answering a variety of question types and monitors for evidence which supports student understanding of information.	Adapts and creates new strategies for unique student needs in order to achieve desired effect for all students.

Element 22 - Organizing Students to Practice and Deepen Knowledge

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
No strategy is evident; or strategy is used incorrectly or with parts missing.	Organizes students into appropriate groups to facilitate the processing of content, but the majority of students are either not monitored for or not displaying the desired effect of the strategy.	Organizes students into appropriate groups to facilitate the processing of content and monitors for evidence of the extent to which the majority of students process in groups.	Adapts and creates new strategies for unique student needs in order to achieve desired effect for all students.

Element 23 - Noticing When Students are Not Engaged

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
Uses strategy incorrectly or with parts missing.	Scans the room and notices when students are not engaged and takes action, but the majority of students are either not monitored for or not displaying the desired effect of the strategy.	Scans the room and notices when students are not engaged and takes action. Monitors for evidence of the extent to which the majority of students re-engage.	Adapts and creates new strategies for unique student needs and situations in order for the desired effect to be evident in all students.

Element 24 - Increase Response Rates

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
Little or no evidence of managing student responses.	Uses response rate techniques to maintain student engagement through questioning processes, but the majority of students are either not monitored or do not display the desired effect to the strategy.	Uses response rate techniques to maintain student engagement through questioning processes, and monitors for evidence that these activities enhance student engagement for the majority of students.	Adapts and creates new strategies for unique student needs and situations in order for the desired effect to be evident in all students.

Element 27 - Demonstrate Intensity and Enthusiasm

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
Little or no evidence of demonstrating intensity and enthusiasm.	Demonstrates intensity and enthusiasm for the content in a variety of ways, but does so in a somewhat mechanistic way.	Demonstrates intensity and enthusiasm for the content in a variety of ways, and monitors the extent to which students' engagement increases.	Adapts and creates new strategies for unique student needs and situations in order for the desired effect to be evident in all students.

Element 33 - Establish and Maintain Classroom Rules and Procedures

Unsatisfactory (1)	Developing (2)	Effective (3)	Exemplary (4)
<p>Does not clearly communicate directions and procedures.</p> <p>Students do not comply or are unaware of classroom procedures or behavior expectations, excessive instructional time is lost.</p>	<p>Establishes clear expectations for classroom procedures; however, there is evidence of inconsistent management of routines that result in a loss of instructional time.</p> <p>Students comply minimally with procedures that are set and monitored by the teacher.</p>	<p>Teacher and students collaboratively establish clear expectations for classroom procedures.</p> <p>Transitions are organized and orderly.</p> <p>Most students adhere to procedures. Minimal instructional time is lost in handling non-instructional duties.</p>	<p>Teacher and students collaboratively establish clear expectations for classroom procedures and are flexible to adapt to the learning goals and needs of students.</p> <p>Transitions are organized and orderly.</p> <p>Students take ownership for classroom routines and procedures that result in no loss of instructional time.</p> <p>Model, coach and mentor colleagues in how to establish classroom routines and procedures.</p>

Additional Principal Comments

Teacher Comments

Principal Signature

Teacher Signature





NORTHWEST PUBLIC SCHOOLS

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

DRAFT **K-8** **STUDENT HANDBOOK**

Cedar Hollow
St. Libory
1- R

2024 - 2025 SCHOOL Year

NORTHWEST PUBLIC SCHOOLS MISSION STATEMENT

Northwest Public Schools, A Culture of Excellence

An exceptional community of learners committed to continuous growth.

We will...

- *keep student growth as the primary focus of all school-based decisions*
- *meet the needs of diverse learners in a safe, supportive environment*
- *hold our community of learners to high expectations*
- *model and teach the qualities of good character*
- *help students become problem solvers*
- *engage, challenge and respect*

2024 / 2025 Northwest School Board

School Board

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

2024 / 2025 Northwest District Staff

District Office

Dr. Jeff Edwards	Superintendent	385-6398	jedwards@ginorthwest.org
Natalie Nielsen	Business Manager		nneilsen@ginorthwest.org
Taren Baxter	District Office Secretary		tbaxter@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

Activity Office

Matt Fritsche	Activities Director	385-6387	mfritsche@ginorthwest.org
Ann Beckmann	Activities Director's Secretary		abeckmann@ginorthwest.org

Counseling and Guidance

Melanie Smith	Guidance Counselor		msmith@ginorthwest.org
Lori Merritt	Guidance Counselor		lmerritt@ginorthwest.org
Deb Boroff	Guidance Counselor (K-8)		dboroff@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
Scott Potter	Technology Support		spotter@ginorthwest.org
Katrina Rother	Library & Media		krother@ginorthwest.org
Tammy Kuhl	School Nurse		tkuhl@ginorthwest.org
Brooke Bowen	School Nurse		bbowen@ginorthwest.org
Melanie O'Boyle	School Nurse		moboyale@ginorthwest.org
Mike Fitzgerald	Head of Maintenance		mfitz@ginorthwest.org
Robyn Wright	Food Service Manager		rwright@ginorthwest.org

NORTHWEST PUBLIC SCHOOLS 2024-2025 District Calendar

AUGUST

12-14 Staff Inservice
15 1st Day of School

August 2024						
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 2024						
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

2 No School Labor Day
25-26 PT Conferences
PK-12 - 2 PM Dismissal
27 No School

OCTOBER

17 End of 1st Quarter
K-8 No School
9-12 Noon Dismissal
18 No School

October 2024						
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 2024						
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						

NOVEMBER

8 No School - Staff Inservice
27-29 No School - Thanksgiving



DECEMBER

20 End of 2nd Quarter
23-31 No School Winter Break

December 2024						
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 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

1-3 No School Winter Break
6 No School Staff Inservice
7 Second Semester Begins
20 No School Staff Inservice

FEBRUARY

12 PT Conferences 9-12
2 PM Dismissal
12-13 PT Conferences K-8
2 PM Dismissal
14 No School

February 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	

March 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					

MARCH

7 No School
13 End of 3rd Quarter
K-8 No School
9-12 Noon Dismissal
14 No School

APRIL

18 No School
21 No School
24 9-12 12:39 Dismissal
28 No School Staff Inservice

April 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			

May 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					

MAY

11 Commencement 2:00
16 High School Noon Dismissal
K-8 Field Day
22 Possible Last Day - Noon Dismissal
Staff Inservice
23

JUNE

29-30 Moratorium

June 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					

July 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		

JULY

1-6 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. - 3:36 p.m.	
Wednesday 8:10 a.m. - 2:23 p.m.	



Contact Information	
District Office	308-385-6398
Cedar Hollow	308-385-6306
SR School	308-385-6352
St Libory	308-687-6475
Northwest High School	308-385-6394

Adopted March 2024

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. After five tardies, parents will be sent a letter of concern and eight tardies will equate to a half day absence, with sixteen tardies resulting 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, 6-8 Open SciED and other OER

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 **communicative device (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. 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 pre-determined 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 any subject area. 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 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.

Middles 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.

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 70 or below (F) you will receive a Powerschool alert notification each Monday.

- 1) Daily 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. A "D or F" grade automatically places your child in intervention. If a child is in an intervention it will include teacher and/or peer support.
- 2) Fixes & retakes on most assessments. A student who does poorly on a test, 85% or below in most cases can retake it. A student must communicate with the teacher within a day or two requesting a retake opportunity. The teacher will inform the student of required steps. (Generally this would include review time with the teacher or going through some individual work that will show they are prepared for this particular assessment during intervention, during study hall, and/or before/after school. Students are responsible for informing the teacher of a wish to retake, complete follow up reviews/work, along with showing up at assigned times. Students who fail to meet requirements stated by the teacher will receive the initial assessment grade. Student retake a test will receive the higher of the two grades.
- 3) 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. The student will receive the higher of the two grades. Students need to have completed and turned in the original assignment on the initial due date.
- 4) Time Frame- Daily redo's and assessments retakes must be made within two weeks of the initial due date. Students who have excused absences or illnesses will be allotted two days for each day absent within administrative approvals or extenuating circumstances.

In all classes other than PE, music, and band, which are performance-based classes, and participation grade you can expect the following:

- 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 (70%) of your child's grade will be determined by summative assessments. These would be things like tests, final presentations, portfolios, and large projects. This grading philosophy is aligned to the Northwest High School grading policy for credit.

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's 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., Art, Careers 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.

2024-2025 Pricing

- K-5 \$3.10
- 6-12 \$3.25
- Adult \$4.30

- 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.

LUNCHES 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, audiotope, 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, 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

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.

Employees and Others: Natalie Nielsen, Human Resources Director, 2710 N. North Road, Grand Island, NE 68803
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, 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.

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 by mail of the violation of this policy.
- B. Second offense per quarter - Parents will be notified by certified mail, 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 by certified mail, 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 ON LINE 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.

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:

GROUNDS 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> 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 constitutes 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

2024 / 2025 Northwest School District Staff Members

1R (K-8)	St. Libory (K-8)	Cedar Hollow (K-8)
K - Tammy Chohon	K - Miranda Studley	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 - Kirsten Pullen	2 - Kayla Stutzman
Resource Teachers - Kelly Olesen, Kenzie Jarvi	Resource Teachers - Sara Olsen, Natalie Husmann	3 - Hannah Gloe
Middle School (6-8)	Middle School (6-8)	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	Middle School (6-8)
K-5 Music - Janae Liberty	K-5 Music - Janae Liberty	ELA- Skyler Jenkins, Molly Mills
6-8 Music - Tiffany Gapp	6-8 Music - Tiffany Gapp	Math - Amber Clausen
Band - Tim Meyer	Band - Tim Meyer	Science - Scott Schaefer
Art - Emily Broadwell	Art - Emily Broadwell	Social Studies - Jake Ritzdorf
Careers -Kay Carpenter	Careers - Kay Carpenter	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
		Careers - Kay Carpenter
		School Psychologist - Casie Olsen
		SLP - Brooke Hendricks

**RECEIPT OF THE 2024 / 2025 STUDENT HANDBOOK
OF NORTHWEST PUBLIC SCHOOLS**

The Student Handbook can also be viewed on-line at www.ginorthwest.org under the 'students' tab. We are asking you to consider using the internet to access and review the 2024-2025 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search the handbook when you have questions throughout the school year. Thank you for considering this use of technology to improve school-home communication.

- This signed receipt acknowledges receipt of the 2024 /2025 Parent-Student Handbook of Northwest Public Schools.
- The receipt acknowledges understanding that the handbook contains student conduct and discipline rules.
- The undersigned, as 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 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 Public Schools 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 complete the information below and return to your children's school by Friday, August 23, 2024.

_____ **We received a copy of the 2024 / 2025 Student Handbook or have viewed it on-line.**

Printed student(s) name _____

Grade Level(s) for 2024 / 2025 _____

School Building Attending _____

Student(s) signature _____

Today's Date _____

Parent or legal guardian signature _____

Today's Date _____



TM

VIKINGS
NORTHWEST HIGH SCHOOL

Student Handbook 2024 - 2025



A Tradition of Excellence Since 1963...

Administration

Dr. Jeffrey Edwards	Superintendent
PJ Smith	Principal
Marty Moser	Assistant Principal/9 th Academy
Matt Fritsche	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

Northwest Public Schools, A Culture of Excellence

An exceptional community of learners committed to continuous growth.

Section 2: NORTHWEST PUBLIC SCHOOL BELIEF STATEMENTS

1. We believe in modeling and teaching the qualities of good character.
2. We believe student learning is the chief priority and the primary focus of all school-based decisions.
3. We believe that raising student achievement requires a collaborative effort.
4. We believe that we need to teach problem solving skills necessary for students to become independent, productive, responsible citizens.
5. We believe curriculum, differentiated instruction, and assessment should meet the needs of all learners.
6. We believe lifelong learning is a process shared by students, teachers, administrators, parents and community.
7. We believe in helping students discover their aptitudes and talents as they work towards maximizing potential.
8. We believe every individual has the right to a safe, secure, and positive educational environment.
9. We believe students learn best when engaged, challenged, and respected.

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	President
Zach Mader	Vice-President
Robin Schutt	Secretary
Artie Moeller	Treasurer
Aaron Buhrman	Member
Paul Mader	Member
Becky Rosenlund	Advisory Member

Superintendent's Office

Dr. Jeffrey Edwards	Superintendent	385-6398	jedwards@ginorthwest.org
Natalie Nielsen	Business Manager		nnielsen@ginorthwest.org
Taren Baxter	District Office Secretary		tbaxter@ginorthwest.org
Chelsie Van Buskirk	District Office Secretary		cvanbuskirk@ginorthwest.org
Stacey Pawling	District Data Coordinator		spawling@ginorthwest.org
Jeanette Ramsey	Curriculum/Instruction/Assessment Director		jramsey@ginorthwest.org
Tara Retzlaff	Director Of Special Services		tretzlaff@ginorthwest.org

Central Office		385-6394
PJ Smith	Principal	psmith@ginorthwest.org
Bill Bombeck	Assistant Principal	bbombeck@ginorthwest.org
Marty Moser	Assistant Principal	mmoser@ginorthwest.org
Brenda Dunn	Registrar/Freshman/Counselor Secretary	bdunn@ginorthwest.org
Ann Beckmann	High School Secretary	abeckmann@ginorthwest.org
Kasie Hudnall	High School Secretary/SPED Secretary	khudnall@ginorthwest.org
Activity Office		385-6387 ext 5144
Matt Fritsche	Activities/Athletic Director	mfritsche@ginorthwest.org
Ann Beckmann	Activities Director's Secretary	abeckmann@ginorthwest.org
Counseling and Guidance		385-6391 ext 5117
Melanie Smith	Guidance Counselor	msmith@ginorthwest.org
Lori Merritt	Guidance Counselor	lmerritt@ginorthwest.org
Support Services		
Brian Gibson	Technology Coordinator	bgibson@ginorthwest.org
Scott Potter	Technology	spotter@ginorthwest.org
Heather Callihan	Technology Integration	hcallihan@ginorthwest.org
Katrina Rother	Library & Media	krother@ginorthwest.org
Tammy Kuhl	School Nurse	tkuhl@ginorthwest.org
Mike Fitzgerald	Head of Maintenance	mfitz@ginorthwest.org
Robin Wright	Food Service Manager	rwright@ginorthwest.org
Fine Arts		
Jared Hansen	Vocal Music	jhansen@ginorthwest.org
Shawn Pfanstiel	Instrumental Music	spfanstiel@ginorthwest.org
Jeffrey Vyhldal	Vocal Music	jvyhldal@ginorthwest.org
Beau Studley	Art	bstudley@ginorthwest.org
Foreign Language		
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Meredy Ernstmeyer	Spanish	mernstmeyer@ginorthwest.org
Janet Burger	Spanish	jburger@ginorthwest.org
Language Arts		
Robby Collins	English	rcollins@ginorthwest.org
Jessica Mews	English	jmews@ginorthwest.org
Julia Detaksone	English	Jdetaksone@ginorthwest.org
Ronelle Kilmer	English & Yearbook	rkilmer@ginorthwest.org
Darbie Mazour	English	dmazour@ginorthwest.org
Natalie Starostka	English	nstarostka@ginorthwest.org
Laura McQuinn	English	lmquinn@ginorthwest.org
Math		
Kristin Caspar	Mathematics	kcaspar@ginorthwest.org
Kristen Hubl	Mathematics	khubl@ginorthwest.org
Lindsey Harders	Mathematics	lharders@ginorthwest.org
Tim Koehn	Mathematics	tkoehn@ginorthwest.org
Trisha Paul	Mathematics	tpaul@ginorthwest.org
Kristen Damman	Mathematics	kdamman@ginorthwest.org
Physical Education/Health		
Jess Herrmann	Health & Physical Education	jherrmann@ginorthwest.org
Troy McNeil	Strength Training	tmcneil@ginorthwest.org
Kevin Stein	Health & Physical Education	kstein@ginorthwest.org
Brandon Harrington	Health & Physical Education	bharrington@ginorthwest.org
Natural & Physical Science		
Thomas Sullivan	Science	tsullivan@ginorthwest.org
Leah Borer	Science	lborer@ginorthwest.org
Anthony LaRosa	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

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Adam Brown Alternative Education abrown@ginorthwest.org
Brian Sybrandts Alternative Education bsybrandts@ginorthwest.org
Leah Yost Special Education lyst@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 Leah Borer
FBLA Lori Cooper
FCCLA Tami Nelson
FFA Katie Hornung
Honor Society Katrina Rother
Jazz Band Shawn Pfanstiel
Yearbook Ronelle Kilmer
Letterwinners Matt Fritsche
Musical Jeffrey Vyhldal
Speech Robby Collins
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
Basketball, 9th Boys Joel Hope
Basketball, Girls Derek Lindsey
Basketball, 9th Girls Jennifer Verba
Bowling, Boys Nikki Bradley
Bowling, Girls Scott Bradley
Cross Country, Girls & Boys Joel Hope

Football	Kevin Stein
Football, 9 th	Mike Saddler
Golf, Girls	Diane Rouzee
Golf, Boys	Jake Herrmann
Softball	Mitch Sadd
Soccer, Girls	Jess Herrmann
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
Volleyball, 9 th	Kyla Fuchtmann
Wrestling, Boys	Brian Sybrandts
Wrestling, Girls	Jeff Paige/Jeff Westerby

Section 5: DIRECTORY FOR QUESTIONS OR CONCERNS

<u>Question or Concern</u>	<u>Who to Contact</u>
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 2024-2025 District Calendar

AUGUST

- 12-14 Staff Inservice
- 15 1st Day of School

August 2024						
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 2024						
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

- 2 No School Labor Day
- 25-26 PT Conferences
- PK-12 - 2 PM Dismissal
- 27 No School

OCTOBER

- 17 End of 1st Quarter
- K-8 No School
- 9-12 Noon Dismissal
- 18 No School

October 2024						
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 2024						
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

NOVEMBER

- 8 No School - Staff Inservice
- 27-29 No School - Thanksgiving

DECEMBER

- 20 End of 2nd Quarter
- 23-31 No School Winter Break

December 2024						
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 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

- 1-3 No School Winter Break
- 6 No School Staff Inservice
- 7 Second Semester Begins
- 20 No School Staff Inservice

FEBRUARY

- 12 PT Conferences 9-12
- 2 PM Dismissal
- 12-13 PT Conferences K-8
- 2 PM Dismissal
- 14 No School

February 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	

March 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					

MARCH

- 7 No School
- 13 End of 3rd Quarter
- K-8 No School
- 9-12 Noon Dismissal
- 14 No School

APRIL

- 18 No School
- 21 No School
- 24 9-12 12:39 Dismissal
- 28 No School Staff Inservice

April 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			

May 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

MAY

- 11 Commencement 2:00
- 16 High School Noon Dismissal
- K-8 Field Day
- 22 Possible Last Day - Noon Dismissal
- 23 Staff Inservice

JUNE

- 29-30 Moratorium

June 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					

July 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		

JULY

- 1-6 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. - 3:36 p.m.
	Wednesday 8:10 a.m. - 2:23 p.m.



Contact Information	
District Office	308-385-6398
Cedar Hollow	308-385-6306
LR School	308-385-6352
St Libory	308-687-6475
Northwest High School	308-385-6394

Adopted March 2024

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
Per2	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

1. Students are not permitted to possess or use any electronic devices during class time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. Class time begins when the students enter the classroom. Non-School devices must be put away and/or placed in a designated area provided by the classroom teacher.
2. Students are permitted to possess and use electronic devices before school hours, at lunch time, passing time and after school hours, provided that the student does not commit any abusive use of the device (see Violations section). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
3. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
4. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

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 alike” may result in the full application of disciplinary sanctions stated within this policy.
10. Being under the influence of alcohol, drugs, controlled substance, 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 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. NWHHS 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 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 -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	III	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

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 hand etc.) The administration may by regulation establish specific attire that is and is not permitted.

The following do not constitute acceptable school attire:

1. Shorts of such a length may pose a disruption to the environment of the school.
2. Sleepwear that is a disruption to the school environment
3. Clothing made of open mesh or sheer material that exposes undergarments or skin.
4. Clothing which is designed to expose undergarments such as sports bras, underwear.
5. Shirts, tops, blouses, sweaters, etc. that expose chest or cleavage.
6. Tops that expose the midriff, torso, chest or back.
7. Clothing with tears or holes that expose undergarments.
8. Bare feet, tap shoes, roller shoes, cleated shoes.
- 9.. Jewelry that is offensive, distracting or may pose a safety hazard
13. Headwear that covers the head (i.e. hats, cowboy hats, hoods, stocking caps)
14. Clothing that displays wording and/or pictures that has implied, suggestive or double meanings.
15. Any type of attire that advertises, promotes, or makes reference to drugs, alcohol, violence, tobacco or sexual acts.

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.
- 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.

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 be awarded a diploma at an informal ceremony at the conclusion of the first semester of their senior year. The following will apply to Mid-Term graduates:

1. Mid-Term graduates are considered alumni after receiving their diploma.
2. Non-participation in extracurricular activities.
3. Non-attendance of Prom/Winter Ball unless as a date.
4. 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:

1. Fulfillment of graduation requirements.
2. Variety of courses available.
3. Vocational plans for the future.
4. College entrance requirements.

Section 5: GRADING POLICY

(This policy was developed jointly by the Administrative team of NWHHS and the PLC Advisory Council). These policies are expected to be adhered to and carried out by all NWHHS 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.**

1. Students are allowed 1 retake
2. The highest grade a student can get on a retake is 87% (Administration views 87% as showing mastery of content)
3. Retakes can only take place if student has completed the work deemed necessary by the teacher
4. Retakes of a test should occur within 2 weeks of taking the original test. (Teacher discretion on exceptions)
5. The student receives the highest of the two test grades. No averaging of tests.
6. 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

1. All daily work or practice tests, or both must be completed to be eligible to retake a test.
2. Homework can be redone to get points back. (Teacher discretion on allowing)
3. 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.
4. (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 2nd and 4th quarters.

1. 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.
2. 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.
3. 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

1. Accumulative course grades will be posted in PowerSchool on Monday by 8:00am of every school week beginning the 3rd full week of each semester. The ineligibility list will start over at semester.
2. 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.
3. 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.
4. **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.**
5. The list of ineligible students will be subject to review by the principal, guidance counselor, and teachers.
6. Students may be ruled ineligible if they are not in good standing (Behavior, Attendance, Detention time not served)
7. Eligibility standards do not apply for tryouts.
8. 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, attendance history, school lunch account balance, as well as email teachers via the internet. Families are assigned I.D. and PIN numbers to access “PowerSchool.” Please call the Central Office if you misplace or forget your PIN number.

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 \$3.25
Adult \$4.30

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, audiotope, 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 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

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> 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.

RECEIPT OF THE 2024-2025 STUDENT HANDBOOK OF NORTHWEST HIGH SCHOOL

This signed receipt acknowledges receipt of the 2024-2025 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 2024-2025 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.ginorthwest.org.

Printed student name _____

Student signature _____ Date _____

Parent or legal guardian signature _____ Date _____

**Northwest Public Schools
Grand Island, Nebraska**

**Classified Employee
Handbook**

July 2024

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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

A Culture of Excellence: An exceptional community of learners committed to continuous growth.

We will ...

- Keep student growth as the priority focus of all school-based decisions
- Meet the needs of diverse learners in a safe, supportive environment
- Hold our community of learners to high expectations
- Model and teach the qualities of good character
- Help students become problem solvers
- Engage, challenge and respect

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
Paul Mader, Member	paul.mader@ginorthwest.org
Aaron Buhrman, Member	aaron.buhrman@ginorthwest.org

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
Matt Fritsche	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
Mike Fitzgerald	Maintenance Director	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 15th of the month. Should the 15th 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 9.78% 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
2024-25 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

Northwest Public Schools, A Culture of Excellence

An exceptional community of learners committed to continuous growth.

BELIEF STATEMENTS

We will...

- keep student growth as the primary focus of all school-based decisions ● meet the needs of diverse learners in a safe, supportive environment
- hold our community of learners to high expectations
- model and teach the qualities of good character
- help students become problem solvers
- engage, challenge and respect

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
Mike Fitzgerald	Maintenance Director	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
Matt Fritsche	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 of 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 accountancy, 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

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 day's 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.

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 2024-25 TEACHER HANDBOOK
OF NORTHWEST PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2023-24 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
440 S.13th St, Ste B
Lincoln, NE 68508

Invoice #:	Mem 140
Date:	7/1/2024

Bill To:
 Northwest Public Schools
 2710 N North Rd
 Grand Island NE 68803

For: NRCSA Membership Dues

Description	Amount
<i>2024-25 NRCSA Membership Dues</i>	<i>\$850.00</i>
Invoice Total	<i>\$850.00</i>

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



--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --
Nebraska Rural Community Schools Association

<p><u>STATE LEGISLATIVE ADVOCACY</u> 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.</p>	<p><u>RURAL ADVOCACY</u> 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><u>SUPERINTENDENT SEARCHES</u> 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><u>PLANNING WORKSHOPS</u> 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><u>NATIONAL ADVOCACY</u> 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><u>PRINCIPAL SEARCHES</u> During the 2022-23 year, NRCSA added a Principal Search service. NRCSA consultants will work with the Superintendent to conduct a search for Principal candidates.</p>
<p><u>COMMUNICATIONS</u> 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 www.nrcsa.net. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (www.facebook.com/nrcsahome).</p>	<p><u>SPRING CONFERENCE</u> 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><u>TEACHER SCHOLARSHIPS</u> 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><u>DISTRICT MEETINGS</u> 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><u>US BANK ONE CARD PROGRAM</u> 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><u>NRCSA AWARDS</u> 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><u>NRCSA EXECUTIVE BOARD</u> 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><u>NRCSA SCHOLARSHIPS</u> 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><u>EXCESS EQUIPMENT CLEARINGHOUSE</u> 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><u>NEBRASKANS UNITED</u> 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><u>NEW LEAF TELE THERAPY</u> Beginning with the 2023-24 school year, NRCSA has partnered with New Leaf to provide another tool in helping to provide Mental Health teletherapy services for their staff and students.</p>	<p><u>LEADERSHIP OPPORTUNITIES</u> 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><u>EDUCATION ASSOCIATIONS COALITION</u> 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><u>NATIONAL RURAL EDUCATION ASSOCIATION</u> NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level. Dr. Jon Habben, former NRCSA Executive Director of NRCSA, serves as NRCSA's Federal Legislative Liaison.</p>	<p><u>RURAL TEACHER SHORTAGE</u> 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 1st-30th Option Enrollment Request Summary

2023-24

NWHS					Cedar Hollow					1R					St Libory				
	In	Out	Opt	Total		In	Out	Opt	Total		In	Out	Opt	Total		In	Out	Opt	Total
9			137	162	K			28	40	K			9	18	K			4	11
10			128	161	1			28	40	1			11	20	1			10	17
11			125	160	2			26	39	2			8	22	2			7	21
12			130	162	3			26	40	3			9	20	3			11	20
Total	0	0	520	645	4			29	43	4			13	20	4			13	20
					5			27	41	5			11	21	5			9	19
					6			32	43	6			13	25	6			8	16
					7			34	46	7			17	24	7			14	21
					8			30	43	8			14	23	8			12	19
					Total	0	0	260	375	Total	0	0	105	193	Total	0	0	88	164

2023-24 Combined Total In - 0

2023-24 Combined Total Out - 0

2024-25

NWHS					Cedar Hollow					1R					St Libory				
	In	Out	Opt	Total		In	Out	Opt	Total		In	Out	Opt	Total		In	Out	Opt	Total
9	0		111	198	K	1		34	42	K	0		14	17	K	0		2	10
10	1		7	169	1	0		34	46	1	0		12	22	1	0		4	11
11	2		11	177	2	0		38	42	2	0		11	20	2	0		11	18
12	1		2	169	3	0		30	44	3	0		9	23	3	0		8	22
Total	4	0	131	713	4	0		31	45	4	0		9	20	4	0		12	20
					5	0		37	51	5	0		16	23	5	0		15	23
					6	0		38	42	6	0		18	28	6	0		13	24
					7	0		34	46	7	0		15	27	7	0		8	16
					8	0		33	46	8	0		17	24	8	0		14	21
					Total	1	0	309	404	Total	0	0	121	204	Total	0	0	87	165

2024-25 Combined Total In - 5

2024-25 Combined Total Out - 0

Enrollment in PS

	9/6	10/3	11/6	12/4	1/2	2/6	3/4	4/1	5/8	6/4	7/1
Northwest	658	654	651	651	650	647	646	644	645	645	645
Cedar Hollow	377	377	378	378	378	375	375	375	375	375	375
1R	197	196	196	196	198	196	196	196	196	193	193
St. Libory	168	169	169	169	169	168	168	167	167	164	164
Preschool	22	21	21	21	21	21	20	20	20	20	20
Totals	1422	1417	1415	1415	1416	1407	1405	1402	1403	1397	1397