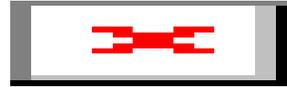


Board of Education Regular Meeting  
Monday, August 10, 2020 7:00 PM  
Northwest Public Schools District Office  
2710 N. North Road  
Grand Island, NE 68803



1. Welcome and Recognize Open Meetings Act
2. Notice of Meeting
3. Board Meeting Minutes
4. Treasurer's Reports
5. Board Claims
6. Audience with individuals or committees wishing to make requests or reports
7. Report of Committees
8. Discussion Items
  1. Discuss 2020-21 Budget
9. Actions Items
  1. Discuss, consider, and take action on the 2020-21 Parent Involvement Policy
  2. Discuss, consider, and take action on the 2020-21 Student Fees Policy
  3. Discuss, consider, and take action on the Principal/Administrator Evaluation Model
  4. Discuss, consider, and take action on the Revision of Board Policy 2220 - Evaluation of Principals and Administrative Regulation 2220(a)
  5. Discuss, consider and take action on the 2020-21 K-8 and 9-12 Student Handbooks
  6. Discuss, consider and take action on the 2020-21 Certified Staff Handbook
  7. Discuss, consider and take action on Board Policy 3131.1 Procurement Plan - Code of Conduct

8. Chapman Attendance Site Update (executive session)
10. Superintendent's Report
  1. Board & Administrator
  2. Option/Transfer Enrollment Summary
  3. North Road Improvement Project
  4. Summer Projects Update
  5. Return to School Plan
  6. Thank You Notes
11. Adjourn
12. 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, July 13, 2020 7:00 PM**  
**Northwest High School Board Room**

Attendance was taken at 7:00 p.m.

Present: Daniel Leiser, Bret Mader, Zach Mader, Karl Quandt, Becky Rosenlund – Advisory Member, Robin Schutt, Michael Shafer

Leiser called the meeting to order at 7:00 p.m. and recognized the notice of the meeting and the Open Meeting Act displayed in the Board Room

Approve the consent agenda passed with a motion by Bret Mader and seconded by Michael Shafer.

Randa Felske and Stephen Spiehs updated the Board on the trimester classes that were offered during the 2019-20 school year.

An Americanism Committee meeting will be scheduled prior to the August board meeting.

The timeline for the 2020-21 budget was discussed. Board committee meetings will be held on August 4<sup>th</sup> to discuss budget items for next year.

Dr. Edwards presented the Principal/Administrator Evaluations Model and Board Policy 2220- Evaluation of Principals and Administrative Regulation. These two items will be discussed and presented for approval at the August board meeting.

Approve the Return to Learn resolution passed with a motion by Karl Quandt and seconded by Michael Shafer.

The Athletic Field Lights replacement project was discussed. A motion by Bret Mader and seconded by Michael Shafer to approve the option three Ensley Electric bid proposal from Muskow to replace and update the athletic field lights failed. Voting no: Leiser, Rosenlund, Zach Mader, and Schutt; Bret Mader, Quandt and Shafer voted yes.

Approve the Northwest Public Schools District Calendar for 2021-22 passed with a motion by Shafer and seconded by Quandt. Voting yes: Leiser, Zach Mader, Quandt, Rosenlund and Shafer. Voting no: Bret Mader and Schutt.

The following items were discussed during the Superintendent's Report

- Chapman Attendance Site Update
- NRCSA Re-opening Document
- Option/Transfer Enrollment Summary
- Summer Projects Update
- Thank You Notes

Leiser adjourned at 8:17 p.m.

**TREASURER'S REPORT  
FOR THE MONTH OF JULY 2020  
AUGUST 10, 2020**

GENERAL FUND

Balance, Beginning of the Month	\$ 5,007,115.67
Receipts	134,768.59
Expenditures	1,324,638.02
Balance, End of the Month	\$ 3,817,246.24

BUILDING FUND

Balance, Beginning of the Month	\$ 1,027,330.39
Receipts	3,533.42
Expenditures	154,000.00
Balance, End of the Month	\$ 876,863.81

BOND FUND

Balance, Beginning of the Month	\$ 332,670.77
Receipts	3,750.18
Expenditures	-
Balance, End of the Month	\$ 336,420.95

**TREASURER'S REPORT  
FOR THE MONTH OF JULY 2020  
AUGUST 10, 2020**

DEPRECIATION FUND

Balance, Beginning of the Month	\$ 693,565.21
Receipts	13.39
Expenditures	-
Balance, End of the Month	\$ 693,578.60

EMPLOYEE BENEFIT FUND

Balance, Beginning of the Month	\$ 25,750.59
Receipts	0.51
Expenditures	5,712.95
Balance, End of the Month	\$ 20,038.15

QUALIFIED CAPITAL PURPOSE FUND

Balance, Beginning of the Month	\$ 32,239.30
Receipts	6.49
Expenditures	-
Balance, End of the Month	\$ 32,245.79

**NORTHWEST PUBLIC SCHOOLS  
GENERAL FUND  
BUDGET SUMMARY  
Month Ending July 31, 2020**

	BUDGET	MONTHLY EXPENDITURES	TOTAL EXPENDITURES TO DATE	% OF BUDGET SPENT
INSTRUCTION	9,558,900.00	725,577.10	8,892,990.51	93.03
LEP	41,700.00	3,473.46	40,159.13	96.30
POVERTY	185,300.00	5,040.43	181,589.60	98.00
INDUSTRIAL TECH - METALS	0.00	0.00	0.00	0.00
INDUSTRIAL TECH - AUTO	0.00	0.00	0.00	0.00
EARLY CHILDHOOD	50,600.00	6,746.09	49,941.23	98.70
SPECIAL EDUCATION PROGRAMS	1,308,200.00	82,703.55	1,218,464.20	93.14
EARLY CHILDHOOD 3-5	0.00	0.00	1,332.52	0.00
EARLY CHILDHOOD 0-2	0.00	0.00	53.84	0.00
SUMMER SCHOOL	4,700.00	0.00	0.00	0.00
ATTENDANCE AND SOCIAL WORK	31,400.00	6,975.00	7,423.70	23.64
GUIDANCE SERVICES	416,000.00	33,404.75	381,898.22	91.80
HEALTH SERVICES	101,200.00	6,689.18	112,094.45	110.77
PSYCH SERVICES SCHOOL AGE	173,200.00	14,452.55	158,977.55	91.79
SPEECH PATH	161,300.00	13,526.41	162,717.87	100.88
SPEECH PATH/AUDIO SPED 3-5	700.00	0.00	0.00	0.00
SPEECH PATH/AUDIO SPED 0-2	0.00	0.00	555.37	0.00
OCCUP THERAPY	27,900.00	3,696.00	46,799.95	167.74
OCCUPATIONAL THERAPY SPED 3-5	1,500.00	0.00	0.00	0.00
OCCUPATIONAL THERAPY SPED 0-2	0.00	0.00	1,219.65	0.00
PHYSICAL THERAPY	12,500.00	784.00	13,160.60	105.28
PHYSICAL THERAPY - SPED 3-5	600.00	0.00	0.00	0.00
PHYSICAL THERAPY - SPED 0-2	500.00	0.00	1,343.60	268.72
VISUAL IMP SERV - SPED	11,000.00	949.68	9,722.93	88.39
SCHOOL IMPROVEMENT	36,900.00	2,672.60	31,194.09	84.54
CURRICULUM DEVELOPMENT	69,200.00	17,382.04	61,914.79	89.47
STAFF TRAINING	15,100.00	50.00	2,617.00	17.33
IMPLEMENTATION OF STANDARDS	31,100.00	2,474.81	28,599.55	91.96
MEDIA	224,800.00	10,839.61	174,291.00	77.53
TECHNOLOGY - INSTRUCTION RELATED	295,100.00	18,209.91	141,969.42	48.11
BOARD OF EDUCATION	40,100.00	11.33	30,987.38	77.28
EXECUTIVE ADMINISTRATION	473,200.00	29,647.89	370,476.23	78.29
DISTRICT LEGAL SERVICES	17,000.00	0.00	10,873.00	63.96
OFFICE OF THE PRINCIPAL	1,181,300.00	87,640.17	1,050,262.17	88.91
ADMIN - ATHLETICS - NW	200,500.00	13,435.73	183,897.46	91.72
FISCAL SERVICES	159,400.00	14,267.44	100,019.90	62.75
PERSONNEL SERVICES	8,800.00	13,995.29	179,041.75	2,034.57
TECHNOLOGY - ADMINISTRATIVE	345,800.00	47,546.34	331,048.86	95.73
SUPPORT SERVICES	108,000.00	7,945.33	111,276.76	103.03
OPERATION OF BUILDINGS	1,224,400.00	84,246.17	1,040,690.65	85.00
MAINTENANCE OF BUILDINGS	546,300.00	22,985.49	259,362.92	47.48
UPKEEP OF GROUNDS	76,200.00	6,741.20	45,548.37	59.77
VEHICLE OPER/MAINT - NON STUDENT	5,100.00	41.83	2,756.91	54.06
SAFETY	900.00	69.51	764.64	84.96
VEHICLE OPERATION - REG EDUCATION	31,600.00	1,986.24	20,372.17	64.47

**NORTHWEST PUBLIC SCHOOLS**  
**GENERAL FUND**  
**BUDGET SUMMARY**  
**Month Ending July 31, 2020**

	<u>BUDGET</u>	<u>MONTHLY EXPENDITURES</u>	<u>TOTAL EXPENDITURES TO DATE</u>	<u>% OF BUDGET SPENT</u>
VEHICLE OPERATION - SCHOOL AGE SPED	0.00	0.00	195.10	0.00
VEHICLE MAINT - REG ED	8,000.00	18.00	5,550.65	69.38
VEHICLE MAINT - SPED	500.00	0.00	140.00	28.00
STUDENT TRANSPORTATION - OTHER	235,000.00	0.00	163,594.00	69.61
CATERGORIAL GRANTS	11,200.00	250.00	12,653.96	112.98
HIGH ABILITY LEARNERS	13,900.00	0.00	4,998.94	35.96
EARLY CHILDHOOD GRANT	32,400.00	0.00	25,535.00	78.81
CAREER EDUCATION	2,000.00	0.00	0.00	0.00
PERKINS REVISION INITIAL GRANT	0.00	0.00	1,893.11	0.00
SUMMER SCHOOL	215,200.00	17,927.17	197,198.82	91.64
TITLE II PART A	24,000.00	0.00	5,195.00	21.65
IDEA PART B (611) BASE	68,500.00	0.00	11,400.84	16.64
IDEA PRESCHOOL (619) BASE	0.00	208.00	4,503.77	0.00
IDEA	0.00	22,323.95	211,624.51	0.00
IDEA E/P (611)	199,600.00	0.00	33,247.06	16.66
IDEA SPECIAL PROJECTS	11,700.00	0.00	4,885.28	41.75
TRANSFERS	100,000.00	0.00	125,000.00	125.00
TOTAL	<u>18,100,000.00</u>	<u>1,326,934.25</u>	<u>16,266,025.98</u>	<u>89.87</u>

NORTHWEST PUBLIC SCHOOLS  
ACTIVITY FUND  
JULY 2020

	Balance 6/30/20	Expenses	Revenues	Balance 7/31/20
BAND	(7,172.52)	(65.79)	5,750.00	(1,356.73)
CLASS OF 2022	455.00	15.00	40.00	480.00
CLASS OF 2021	1,588.93	0.00	15.00	1,603.93
CLASS OF 2020	1,705.95	600.00	165.00	1,270.95
CONCESSIONS	24,619.71	11,500.00	(11,500.00)	1,619.71
MEDIA	432.36	0.00	0.00	432.36
DRAMA	2,728.06	(49.62)	0.00	2,777.68
FBLA	5,003.64	0.00	0.00	5,003.64
FCA	312.87	0.00	0.00	312.87
FFA	24,443.29	342.00	0.00	24,101.29
FCCLA	446.99	0.00	0.00	446.99
MARKETING CLASS	1,411.80	(40.00)	0.00	1,451.80
NAT HONOR SOCIETY	30.77	0.00	0.00	30.77
YEARBOOK	16,350.85	0.00	40.00	16,390.85
SAGA	(470.00)	0.00	0.00	(470.00)
STUDENT COUNCIL	1,689.77	0.00	0.00	1,689.77
CHEERLEADERS	5,497.30	5,099.00	9,171.00	9,569.30
VIKETTES	2,624.99	429.00	1,771.47	3,967.46
SPED BUSINESS	275.19	0.00	0.00	275.19
VOCAL MUSIC	(421.55)	0.00	5,750.00	5,328.45
CONSTRUCTION HOUSE	(104,652.05)	61.57	0.00	(104,713.62)
14K GOLD	30,001.51	237.63	0.00	29,763.88
TECHNOLOGY	100,080.23	25.00	635.00	100,690.23
GENERAL ACTIVITIES	(42,577.06)	(35.00)	752.67	(41,789.39)
MEMORIALS / GIFTS	17,481.96	0.00	0.00	17,481.96
COMMUNITY/PROMOTION	3,308.35	99.00	0.00	3,209.35
CCC TUITION	96,548.00	0.00	(9,099.00)	87,449.00
SCHOOL STORE	18,977.30	0.00	0.00	18,977.30
VIDEO DISPLAY SIGN	(8,233.15)	0.00	0.00	(8,233.15)
IND ARTS ST PROJECTS	3,351.78	0.00	0.00	3,351.78
GREENHOUSE	4,171.89	0.00	0.00	4,171.89
RESTITUTION	6,800.00	0.00	1,700.00	8,500.00
SILLS USA	357.59	0.00	0.00	357.59
SPEECH	3,007.19	0.00	20.00	3,027.19
BOWLING	647.65	0.00	0.00	647.65
MUSICAL	(12,793.00)	0.00	0.00	(12,793.00)
BAND TRIP	121.06	0.00	0.00	121.06
WELLNESS PROGRAM	3,409.05	0.00	0.00	3,409.05
ATHLETIC TRAINERS	(41.94)	0.00	0.00	(41.94)
COMPUTER LEASE PROGRAM	(2,495.26)	39.99	1,969.81	(565.44)
ROBOTIKS	291.90	0.00	0.00	291.90
ESPORTS	1,699.52	0.00	0.00	1,699.52
CEDAR HOLLOW STUDENT COUNCIL	1,494.06	0.00	0.00	1,494.06
CEDAR HOLLOW ACTIVITIES	2,979.90	432.82	0.00	2,547.08
1R ACTIVITIES	1,657.75	0.00	20.00	1,677.75
CHAPMAN ACTIVITIES	1,581.52	0.00	0.00	1,581.52
ST LIBORY ACTIVITIES	2,756.92	0.00	0.00	2,756.92
VIKING CARE FUND	1,324.34	0.00	0.00	1,324.34
WEIGHT ROOM	52,015.32	6,767.21	1,200.00	46,448.11

NORTHWEST PUBLIC SCHOOLS  
ACTIVITY FUND  
JULY 2020

	Balance 6/30/20	Expenses	Revenues	Balance 7/31/20
LOCKWOOD	618.17	0.00	0.00	618.17
FOOTBALL	13,588.29	0.00	0.00	13,588.29
FB FUNDRAISING	819.08	14,188.10	39,311.00	25,941.98
FB FUNDRAISING PARENTS	0.00	0.00	0.00	0.00
SOFTBALL	942.56	0.00	0.00	942.56
SB FUNDRAISING	7,282.13	349.00	0.00	6,933.13
VOLLEYBALL	3,599.34	8,659.09	409.65	(4,650.10)
VB FUNDRAISING	2,548.72	(2,155.13)	0.00	4,703.85
GOLF	(1,728.07)	448.00	30.00	(2,146.07)
GOLF - FUNDRAISING	6,120.50	10.10	0.00	6,110.40
WRESTLING	(4,568.56)	(160.00)	650.00	(3,758.56)
WR - FUNDRAISING	550.14	600.00	2,128.00	2,078.14
BOYS BASKETBALL	7,741.07	80.19	0.00	7,660.88
BBB - FUNDRAISING	(859.85)	599.00	0.00	(1,458.85)
NUGGETS	972.88	0.00	0.00	972.88
GIRLS BASKETBALL	7,771.06	0.00	946.80	8,717.86
GBB - FUNDRAISING	7,352.16	611.09	0.00	6,741.07
GBB - VALOR	3,388.13	380.00	0.00	3,008.13
SOCCER	(4,361.90)	0.00	0.00	(4,361.90)
B SOCCER - FUNDRAISING	2,470.61	0.00	0.00	2,470.61
G SOCCER - FUNDRAISING	1,287.77	0.00	0.00	1,287.77
TRACK	(854.55)	8,850.00	0.00	(9,704.55)
TRACK - FUNDRAISING	(5,094.49)	(8,900.00)	0.00	3,805.51
CROSS COUNTRY	(409.55)	135.60	0.00	(545.15)
CC - FUNDRAISING	6,565.85	2,443.10	0.00	4,122.75
MIDDLE SCHOOL ATHLETICS	1,277.95	0.00	0.00	1,277.95
ATHLETICS	(34,825.77)	0.00	9,100.00	(25,725.77)
SUMMER CAMPS	5,870.00	1,410.00	8,310.00	12,770.00
TOTAL	292,889.40	53,005.95	69,286.40	309,169.85

**NORTHWEST PUBLIC SCHOOLS**  
**LUNCH FUND**  
**Month Ending July 31, 2020**

	<u>Monthly Activity</u>	<u>Year to Date Activity</u>	<u>Budget</u>
<b><u>REVENUE</u></b>			
SALES - STUDENT LUNCHES	689.55	149,237.39	365,000.00
NON REIMB MEALS / ALA CARTE	226.31	73,248.56	0.00
STATE REIMBURSEMENT	0.00	1,703.30	1,900.00
FEDERAL REIMBURSEMENT	0.00	152,193.14	260,000.00
TRANSFERS FROM GENERAL FUND	0.00	100,000.00	100,000.00
TOTAL REVENUE	\$915.86	\$476,382.39	\$726,900.00
<b><u>EXPENDITURE</u></b>			
SALARY- FOOD SERVICE	3,805.58	42,236.69	0.00
FOOD SERVICE SALARY CH	0.00	10,634.98	0.00
FOOD SERVICE SALARY - 1R	89.36	18,868.69	0.00
FOOD SERVICE SAL - C	0.00	22,525.58	0.00
FOOD SERVICES SALARY - NW	256.42	125,187.23	240,000.00
FOOD SERVICE SALARIES - TEMP - NW	0.00	1,579.86	0.00
FOOD SERV OVERTIME SALARIES	0.00	816.49	0.00
FOOD SERVICE INS	673.25	7,739.53	143,000.00
INS - CED HOLLOW	673.25	7,479.14	0.00
INS - 1R	1,408.57	15,625.89	0.00
INS - CHAPMAN	668.50	7,293.73	0.00
INS - NWHS	6,240.72	76,188.50	0.00
FOOD SERVICE FICA - NON INSTRUCT STAFF	284.63	3,174.80	18,400.00
FICA - CED HOLLOW	0.00	810.54	0.00
FICA - 1R	6.84	1,191.60	0.00
FICA - CHAPMAN	0.00	1,731.81	0.00
FICA - NWHS	19.62	9,465.56	0.00
FOOD SERVICE RET - NON INSTR STAFF	279.71	3,104.40	23,600.00
RET - CED HOLLOW	0.00	781.66	0.00
RET - 1R	6.57	1,361.13	0.00
RET - CHAPMAN	0.00	1,629.90	0.00
RET - NWHS	18.85	8,170.41	0.00
FOOD SERV RET - INCR CONTR	96.20	1,067.68	0.00
RET - ADDL	0.00	268.82	0.00
RET - ADDL	2.26	468.12	0.00
RET - ADDL	0.00	560.57	0.00
RET - ADDL	6.48	2,809.93	0.00
INSERVICE LUNCH STAFF	0.00	60.00	3,000.00

**NORTHWEST PUBLIC SCHOOLS**  
**LUNCH FUND**  
**Month Ending July 31, 2020**

	<u>Monthly Activity</u>	<u>Year to Date Activity</u>	<u>Budget</u>
MILEAGE LUNCH PROGRAM	0.00	46.33	0.00
REPAIRS / MAINT SERVICES	0.00	2,287.28	0.00
SUPPLIES - NWHS	132.00	35,796.53	15,500.00
FOOD - PROGRAM - CH	0.00	34,650.58	280,000.00
FOOD - PROGRAM - 1R	0.00	21,461.47	0.00
FOOD - PROGRAM - SL	0.00	12,900.29	0.00
FOOD - PROGRAM - C	0.00	13,091.57	0.00
FOOD - PROGRAM - NWHS	0.00	50,095.24	0.00
PURCH SERV - REP/MAINT - NWHS	455.75	643.25	0.00
SOFTWARE - WEB - NWHS	0.00	3,600.00	0.00
LUNCH PROGRAM - FURN / EQUIP	0.00	0.00	3,000.00
MISCELLANEOUS - NWHS	0.00	3,588.64	0.00
TOTAL EXPENDITURE	<u>\$15,124.56</u>	<u>\$550,994.42</u>	<u>\$726,500.00</u>

Northwest Public Schools  
08/09/2020 3:41 PM

**INVOICES SUBMITTED FOR PAYMENT**  
AUGUST 2020 BOARD OF EDUCATION CLAIMS

Use

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
<b>Checking</b>	<b>1</b>	<b>Fund: 01 GENERAL FUND</b>	
132850	ACE HARDWARE	SUPPLIES	459.60
69562	AKRS EQUIPMENT	SUPPLIES	18.50
132846	ALMQUIST, MALTZAHN, GALLOWAY & LUTH	AUDIT SERVICES	473.00
69563	AMAZON	SUPPLIES	2,127.60
69564	AMPLIFIED IT	SUBSCRIPTION	1,200.00
69565	AMPLIFY EDUCATION	SUPPLIES	750.00
132851	AURORA CO-OP	GASOLINE/PROPANE	13.54
69566	AWARDS PLUS	SUPPLIES/ENGRAVING	87.00
69567	BISHOP BUSINESS	SCANNING	286.67
69568	BLACK HILLS ENERGY	FUEL	165.71
69569	CANNON FINANCIAL SERVICES	SUPPLIES	238.63
69570	CENTRAL DISTRICT HEALTH DEPARTMENT	INSERVICE	33.50
132852	CENTRAL NEBRASKA REHABILITATION SERVICES	CONTRACTED SERVICES	160.00
69571	CENTURYLINK	PHONE ST LIBORY	534.39
69572	CHARTER COMMUNICATIONS	INTERNET	3,507.08
69573	CITY OF GRAND ISLAND	ELECT/WATER/SEWER	14,287.79
69574	CLASS INTERCOM	SUBSCRIPTION	500.00
132853	COMPUTER HARDWARE, INC	SUPPLIES/REPAIRS	999.00
69575	CORNHUSKER C STORES INC.DBA PUMPERS	GAS	60.87
132854	CRESCENT ELECTRIC SUPPLY	SUPPLIES	25.81
132855	DAS STATE ACCOUNTING - CENTRAL FINANCE	TELEPHONE SERVICE	1,086.32
132856	DAVIS, RICHARD	MILEAGE REIMBURSEMENT	185.30
69576	EAGLE EYE WEED CONTROL, LLC	GROUNDS WORK	244.61
132857	EAKES OFFICE SOLUTIONS	SUPPLIES	10,048.27
69577	EARL MAY	UPKEEP GROUNDS	185.96
132847	EBERL PLUMBING & DRAIN	REPAIRS	1,371.39
132858	G I INDEPENDENT	ADVERTISING	672.09
69578	GANDER PUBLISHING	SUPPLIES	164.84
69579	GREAT PLAINS COMMUNICATIONS, INC	PHONE	177.96
69580	HARB'S LANDSCAPING & SUPPLY INC	LANDSCAPING	320.00
132859	HARDERS, KURT	REIMBURSEMENT	29.00
132860	HERZBERG, MICHAEL	REIMBURSEMENT	54.50
69581	HILTON OMAHA	LODGING	5,070.00
69582	HOME DEPOT PRO, THE	SUPPLIES	846.68
69583	HONEYWELL	CONTRACT SERVICES	40,932.70
69584	HOOKER BROS. SAND & GRAVEL	REPAIRS	14.60
132861	HORAK, SHEILA	CONTRACTED SERVICES	2,399.83

Northwest Public Schools  
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**INVOICES SUBMITTED FOR PAYMENT**  
AUGUST 2020 BOARD OF EDUCATION CLAIMS

Use

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
69585	HOWARD GREELEY RURAL PUBLIC POWER DIST.	ELECTRICITY	2,053.82
132862	HUSMANN, RHONDA	REIMBURSEMENT	7.63
69586	HYVEE	INSERVICE\SUPPLIES	621.45
69587	INNOVATIVE OFFICE SOLUTIONS	SUPPLIES	174.80
132863	INPATH DEVICES	PHONE SYSTEM	300.00
69588	ISLAND SUPPLY & WELDING	SUPPLIES/REPAIRS	61.95
69589	JON'S PLUMBING	SNOW REMOVAL	323.97
69590	JOURNEY ED	SUPPLIES	1,000.00
69591	LEARNING A-Z	SUPPLIES	115.45
69592	LINDAMOOD-BELL LEARNING PROCESSES	INSERVICE	1,580.00
69593	LOUP VALLEY LIGHTING, INC	BUILDING UPKEEP	613.28
132864	MCCULLA, FRANCIS	MILEAGE/SUPPLIES REIMBURSEMENT	368.42
69594	MENARDS	SUPPLIES/EQUIPMENT	362.30
69595	MHR TECHNOLOGIES, INC	SUBSCRIPTION	7,350.00
132865	MID NEBRASKA DISPOSAL INC	GARBAGE SERVICE	614.38
69596	MIDWEST ALARM SERVICES	ALARM SERVICE	18,009.33
132866	MIDWEST CONNECTLLC	POSTAGE	500.00
132867	MOSER, MARTY	REIMBURSEMENT	54.50
69597	NATIONAL ART & SCHOOL SUPPLIES	SUPPLIES	1,578.45
69598	NATIONAL BUSINESS FURNITURE	FURNITURE	4,046.12
69599	NE ASSOCIATION OF SCHOOL BOARDS	REGISTRATION	858.00
132848	NORTHWEST ACTIVITY FUND	REIMBURSEMENT	20,527.10
69600	NORTHWEST DEPRECIATION FUND	TRANSFER	200,000.00
69601	NORTHWESTERN ENERGY	GAS SERVICE	294.24
69602	NOWKA EDWARDS	LOBBIST	2,500.00
69603	NSAA	FEES	12.00
132849	O'HARA PLUMBING	SUPPLIES/REPAIRS	809.80
132868	ONE SOURCE	BACKGROUND CHECKS	84.00
69604	OWL LABS INC	ONLINE SERVICE	999.00
69605	PAPER TIGER	SHREDDING	52.00
69606	PARCO SCIENTIFIC COMPANY	SUPPLIES	35.48
132869	PAWLING, STACEY	EXPENSE REIMBURSEMENT	54.50
69607	PERRY GUTHERY HAASE & GESSFORD	LEGAL SERVICES	843.00
132870	POMPS TIRE SERVICE	VEHICLE MAINTENANCE	16.22
69608	PPG ARCHITECTURAL COATINGS	SUPPLIES	713.86
132871	PRESTO-X COMPANY	CONTRACT SERVICE	763.37
69609	PROJECT LEAD THE WAY	SOFTWARE/INSERVICE	2,517.00
69610	PYRAMID SCHOOL PRODUCTS	SUPPLIES	1,923.42

Northwest Public Schools  
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**INVOICES SUBMITTED FOR PAYMENT**  
AUGUST 2020 BOARD OF EDUCATION CLAIMS

Use

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
69611	QUILL CORPORATION	SUPPLIES	32.36
69612	R&L SPRINKLER	REPAIRS	464.62
69613	REALLY GOOD STUFF LLC	SUPPLIES	38.97
69614	REAMS	REPAIRS	454.08
132872	RETZLAFF, STEVEN	REIMBURSEMENT	52.78
132873	RETZLAFF, TARA	REIMBURSEMENT	54.50
69615	RINDER PRINTING	PRINTING/SUPPLIES	764.39
69616	SCHOLASTIC BOOK CLUBS,INC	SUPPLIES	31.08
69617	SCHOLASTIC CLASSROOM MAGAZINES	SUBSCRIPTIONS	841.24
69618	SCHOOL HEALTH CORP	SUPPLIES	14.24
69619	SCHOOL SECURITY SERVICES	CONTRACTED SAFETY	12,360.45
132875	SCHOOL SPECIALTY	SUPPLIES	3,611.64
69620	SCHOOL-CONNECT	SUPPLIES	288.75
69621	SHERWIN-WILLIAMS CO	PAINT	222.30
132876	SMITH, PAUL	REIMBURSEMENT	54.50
69622	SOLUTION TREE	INSERVICE	689.00
132877	SOUTHERN PUBLIC POWER DISTRICT	ELECTRICTY	6,627.83
69623	STATE FIRE MARSHALL	INSPECTIONS	108.00
69624	STATE GLASS	GLASS	40.25
69625	STERLING COMPUTERS CORPORATION	EQUIPMENT	11,849.60
69626	STRIV, INC	SUPPLIES/SUPPORT	2,975.00
69627	SUPER SAVER	SUPPLIES	13.41
69628	TIME MANAGEMENT SYSTEMS	EMPLOYEE TIME MANAGEMENT	798.00
69629	TITAN MACHINERY	PARTS/SUPPLIES	398.07
69630	US BANK VISA	SUPPLIES/REIMBURSEMENT/TRAV EL	11.20
69631	VERIZON WIRELESS	CELLULAR PHONE	631.30
69632	VILLAGE OF CHAPMAN	SEWER	397.91
69633	VISA	SUPPLIES/INSERVICE	306.23
69634	VISA	SUPPLIES\INSERVICE	756.61
69635	VISA	INSERVICE/SUPPLIES	62.45
69636	VISA	INSERVICE / SUPPLIES	7.50
69637	WAL-MART	SUPPLIES/EQUIPMENT	558.90
69638	WILLIAM V MACGILL & CO	SUPPLIES	1,197.14
69639	YANDA'S MUSIC AND PRO AUDIO	SUPPLIES	12.00
132878	YOUNT, SARA	REIMBURSEMENT	54.50

**Fund Total: 409,252.38**

InstructionParental/Community Involvement in Schools

Hall County School District No. 40-0082, Northwest Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district herewith declares that it shall be the policy of the District to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the district to encourage communications from the parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It shall further be the policy of the District to provide full access to the records of the students to a parent or guardian all as set forth in Section 79-2,104, the Federal Education Right To Privacy Act, and other applicable law during regular business hours of the school at the school headquarters or wherever the student's records may regularly be maintained by the District.

It is the further policy of the District to notify a parent or parents of any student who may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test, to notify the parent when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to his/her resident student.

Prior to any school sponsored survey being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in all activities of the school as it relates to the student of the District.

Date of Adoption: August 10, 2020

**Appendix "1" to 2020-2021 Student Fees Policy of  
Northwest Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$85 per year for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists

<sup>1</sup> This listing is a part of the 2020-2021 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2020-21 school year.

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Lunch--\$3.20 6th-8th Grade \$3.00 K-5th Milk--\$ .50 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.

Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Instrument Rental Fee is \$20.00 per semester or \$40 per year for use of school owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Lunch--\$3.20 Milk--\$.50 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.

End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00	
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is approximately \$65.	
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.	
Summer school courses	Classes offered during the summer, or at night, if any	Students maybe charged up to \$50 to attend required summer classes.	
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.	
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>	
<b>Athletic Programs</b>			
1. Admission	Spectator fees for admission to events	\$10.00 per event maximum. Students may purchase an Activity Ticket for \$25.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
3. Equipment and	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece

attire	replacement cost.	Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Participation Fee	Fee for participation in NSAA recognized Athletic/Activities	\$20 per Activity \$140 maximum per year	
5. Travel meals	Meals	Students are responsible for their own meals while traveling.	
6. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
7. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
8. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.	

9. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is \$85.00 per year for use of school owned instrument. Uniforms for the marching band will be supplied by the school; For High School Band Students an \$8.00 uniform cleaning/rental fee maximum \$50.00.
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection.
<b>Clubs/Organizations</b>		
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Maximum of \$500.00
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.  If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and

		participation on the trip is voluntary for students.
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**STUDENT FEES POLICY**

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2020-21 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear nonspecialized 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 nonspecialized 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 radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the

usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

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

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

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be

required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2020-21 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

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

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

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

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

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

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with

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

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

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

## CERTIFICATION

On the 10th day of August, 2020, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings in compliance with the public meetings laws.

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Superintendent or Other Authorized School Official

### Legal References:

- Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
- Neb. Constitution, Article VII, section 1.
- Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
- Neb. Rev. Stat. §79-2,104 (student files or records)
- Neb. Rev. Stat. §79-715 (eye-protective devices)
- Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
- Neb. Rev. Stat. §79-1104 (before-and-after-school or prekindergarten services)
- Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: August 10, 2020

## PRINCIPAL/ADMINISTRATOR EVALUATION GUIDELINES:

Recognizing that our school district's most valuable asset is its educators, the Board of Education acknowledges the need for the continuing evaluation of the performance of principals and school/district administrators employed by Northwest Public Schools and requires the Superintendent to ensure that such evaluation is carried out as outlined in this policy. It shall be the responsibility of the Superintendent to develop appropriate regulations and procedures to implement this policy and to ensure that the policy, regulations, and procedures comply with Nebraska law and Nebraska Department of Education regulations regarding the evaluation of certificated personnel.

A. Purposes. The Board recognizes two major purposes for the evaluation of the performance of principals and school/district administrators:

- (1) To assist principals and school/district administrators in increasing their professional effectiveness in order to improve teaching, learning, and leadership in the district's schools.
- (2) To assess the performance of principals and school/district administrators so that the Board may make employment decisions as provided in state law.

The evaluation of administrative performance is intended to be a collaborative and continuing process. The evaluation process is based primarily on the procedures defined below which provide for a consistent and equitable appraisal of administrators' duties and responsibilities. They do not, however, specifically include the total range of expectations of the effective performance of the administrative duties of each administrative position or of the administrator assigned to such position. As a result, additional data and information related to the respective administrative role may be used to generate a comprehensive appraisal. Each administrator covered by this policy is expected to be cooperative and professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the evaluator.

B. Applicability. This policy is applicable to the following categories of certificated employees:

- (1) Principals, defined as those certificated employees whose primary assignment is to act as the chief administrator of one of the district's schools.
- (2) Assistant principals and other school/district administrators defined as certificated employees whose primary assignment is to provide administrative services at the school or district level and whose job assignment requires a Nebraska administrative and supervisory certificate. This category includes, but is not limited to assistant principals, athletic/activity directors, assistant and associate superintendents, curriculum and special services directors and coordinators at the district level, and similar administrators.
- (3) This policy does not apply to the Superintendent of schools whose evaluation shall be described in a separate policy.

C. Definitions and Guidance. For purposes of this policy, these terms are defined and guidance as to their use provided as follows:

- (1) Evaluation Cycle. The evaluation cycle is the period of time during which a full summative evaluation of an employee's performance takes place. The evaluation cycle for probationary principals and other administrators covered by this policy shall be one school year. The evaluation cycle for permanent (tenured) principals and administrators covered by this policy may be up to three school years.
- (2) Formative Evaluation. Formative evaluation takes place at specified points within the evaluation cycle prior to the summative evaluation and includes the rating of some components of the evaluation process and may include a non-summative review of other components. See Appendix I: Evaluation Procedures Sequence.
- (3) Summative Evaluation. Summative evaluation takes place at the end of the evaluation cycle and includes the assessment of all components of the evaluation process.
- (4) On-site Observation. Observation of a principal or school/district administrator shall be considered an on-site observation if it takes place in a location where the principal or other administrator is conducting his/her duties. Sites of observation may include the school in which the administrator is assigned, other district sites, or sites outside of the district's properties in which the principal or administrator is assigned to perform his/her duties. Observation of a principal at a district-level meeting, for example, would be considered an on-site observation.
- (5) Formal On-Site Observation. The formal on-site observation of a principal or school/district administrator shall include: (1) advance notice to the administrator of the time and date of the observation; (2) a pre-observation conference with the observer; (3) observation for a full observation period in the case of probationary employees and for a duration determined by the observer in the case of permanent administrators; (4) a post-observation conference with the observer, and (5) a written report summarizing strengths and suggestions for improvement.
- (6) Informal On-Site Observation. Informal on-site observations are less than a full observation period in duration, but somewhat longer than a walk-through observation. Informal observations may be pre-announced or unannounced. They must include some oral or written feedback to the administrator, but a formal post-conference and written observation report are not required unless specific deficiencies are noted. For example, a brief, informal conversation or e-mail exchange would suffice to meet this requirement.
- (7) Walk-through On-Site Observation. Walk-through on-site observations are brief school or work site visits, generally five to ten minutes in duration for the purpose of monitoring the administrative process. Such observations are generally unannounced and do not include a conference or required written report. Brief oral or written feedback to the administrator may be provided at the observer's discretion, but is not required unless specific deficiencies are noted.

- (8) Full observation period. For purposes of formal observations of probationary administrators, the duration of the observation should be for the equivalent of a typical instructional period as listed on the normal daily schedule of the school to which the administrator is normally assigned. For the purpose of formal observation of probationary administrators who do not normally work in a specific school, a full period observation shall consist of not less than 45 minutes. For the observation of permanent administrators, the duration of the observation shall be determined by the evaluator.
- (9) Action Plan. An Action Plan shall consist of a problem statement, data supporting the relevancy of the problem statement, action plan goal or goals, strategies designed to achieve the goal(s), and means of measuring success. For purposes of principal and school/district administrator evaluation, student achievement and school performance results shall be assessed through the use of an Action Plan. In collaboration with his/her evaluator, each principal or school/district administrator shall develop one or more Action Plans each school year. The principal/administrator will receive an annual rating based on his/her implementation of strategies designed to meet the action plan goal and his/her results in achieving the goal.
- (10) Individual Professional Development Plan. An Individual Professional Development Plan consists of one or more professional development goals, strategies to achieve each of the goals, and a means of measuring success. On an annual basis, each principal or school/district administrator shall develop an Individual Professional Development Plan based on the results of his/her most current evaluation. The plan must be developed in collaboration with his/her evaluator. The professional development plan may be informed by stakeholder perception data. The administrator will receive an annual rating based on his/her success in implementing the professional development strategies and achieving the goals.
- (11) Stakeholder Perception Data. The term “stakeholder perception data” as used in this policy consists of information gathered from stakeholders through surveys or other approved means about administrator performance and leadership practices. Stakeholders may include the administrator’s supervisor, students, teachers and other certificated personnel, non-certificated personnel, parents and other community members. Stakeholder surveys may consider overall leadership practices or specific practices related to the administrator’s Action Plans. School climate surveys are considered stakeholder surveys. Stakeholder perception data shall be collected via stakeholder surveys at least once during each evaluation cycle for each principal or school/district administrator. The administrator will not receive an evaluation rating based on the survey results, but the results will provide data to assist the evaluator and administrator in identifying areas of strength and areas for professional growth.
- (12) Primary and Complementary Evaluators. All evaluators of principals and school/district administrators employed by the district shall be certificated administrators. The primary evaluator for each administrator is that administrator’s supervisor. In the case of administrators who are supervised by more than one supervisory, the Superintendent shall

designate one supervisor as the primary evaluator. Complementary evaluators are certificated administrators, such as assistant superintendents or district-level administrators who have been designated to assist the primary evaluator.

- (13) Peer Assistance. By mutual agreement of the principal or school/district administrator and his/her primary evaluator, a peer observer may be asked to observe and provide feedback to the administrator as part of a plan for improvement. However, the results of such observation may not be used for evaluative purposes.
- (14) Plan for Improvement. A rating of "Basic" in any component of a principal or school/district administrator's formative or summative evaluation will result in the development of a specific Plan for Improvement in that component. The Plan for Improvement will outline the reason(s) for the rating of "Basic" and provide recommendations for improvement and a timeline for implementing such recommendations. The administrator and his/her evaluator shall review progress on the Plan for Improvement at least once a semester.
- (15) Plan of Assistance. A rating of "Unsatisfactory" in any component of a principal or school/district administrator's formative or summative evaluation will result in the development of a Plan of Assistance. The Plan of Assistance will include a description of the deficiencies that led to the "Unsatisfactory" rating, specific means for the correction of the deficiencies, and an adequate timeline for implementing the required improvements. As appropriate, the plan may also include resources and sources of assistance to help the employee make the necessary corrections. The Plan of Assistance shall be reviewed at least quarterly by the administrator and the evaluator.

D. Evaluative Criteria. By adopting the evaluative criteria listed below, the Board ensures that all principals or school/district administrators are evaluated on personal and professional conduct in accordance with Nebraska Department of Education Rule 10.

- (1) Leadership Practice. Leadership practice will be evaluated based on the Effective Practices contained in the **Nebraska Principal Performance Framework**. In order to develop appropriate evaluative criteria for administrators who are not principals, the Superintendent shall review the Effective Practices and propose for the Board's adoption such additions, deletions, or revisions as are necessary.
- (2) Student Achievement/School Performance. The impact of a principal or school/district administrator on student achievement or school or program performance shall be evaluated through annual Action Plans developed jointly by the administrator and his/her evaluator. The Superintendent shall develop or adopt appropriate rubrics to assess administrator performance on such Action Plans.
- (3) Professional Development. The professional development of principals and school/district administrators shall be evaluated through an annual rating of the administrator's Individual Professional Development Plan. The Superintendent shall develop or adopt appropriate rubrics to assess performance on such plans.

(4). **(Optional).** Local Standards. The Superintendent shall propose to the Board for adoption such local standards for principals and school/district administrators as may be appropriate.

(5) Overall Performance. Based on the criteria above, an overall performance rating shall be determined by the evaluator for each principal or school/district administrator as part of the administrator's summative evaluation.

E. Levels of Performance. The performance of principals and school/district administrators shall be rated at four levels of performance on the evaluative criteria listed below. The ratings terms and general criteria for their application are:

(1) Exemplary—In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator meets district performance standards for all evaluative criteria and exceeds expected performance in many respects. He/she is actively engaged in professional improvement and provides leadership to other school/district administrators.

(2) Proficient— In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator meets district performance standards for the evaluative criteria on an overall basis and is actively engaged in professional improvement and school and district leadership efforts.

(3) Basic— In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator meets district performance standards for most evaluative criteria and is satisfactorily participating in an improvement plan for those criteria rated below "Proficient".

(4) Unsatisfactory— In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator does not meet district performance standards for a significant segment of the evaluative criteria and improvement efforts have been inadequate.

#### F. Evaluation Procedures.

1. Annual Notice. The Superintendent shall annually ensure that principals or school/district administrators are made aware of the evaluation policy and procedures in writing by including it in an Administrative Handbook or other notice to administrators.

2. Evaluation Cycle/Sequence of Evaluation Activities. A Principal or School/District Administrator Evaluation Procedures Sequence is included as an Appendix to this policy.

- (a) Probationary Principals or School/District Administrators. Principals or school/district administrators in probationary status shall have an annual evaluation cycle consisting of a formative evaluation during the first semester and a summative evaluation during the second semester. Each semester's evaluation shall include at least one formal observation for a full observation period as described in this policy and ratings based on the Nebraska Effective Practices and the district's local standards. Additional informal and walk-through observations are encouraged. In addition, the second semester summative evaluation shall include ratings on the administrator's Action Plan implementation and, in the second probationary year and subsequently, a rating on Individual Professional Development Plan

implementation as well as an overall rating based on the evaluator's judgment of the administrator's performance on all components of the evaluation process.

- (b) Permanent (Tenured) Principals or School/District Administrators. Principals or school/district administrators in permanent status may have up to a three-year evaluation cycle as determined by his/her evaluator. At any point, the evaluator can return the administrator to an annual evaluation cycle if the administrator's performance warrants. A three-year evaluation cycle shall include two years of annual formative evaluations and one year of summative evaluation. The formative years shall include informal/walk-through on-site observations with the number and duration of observations to be determined by the evaluator, a rating on Action Plan implementation, a rating on Individual Professional Development Plan performance, and a rating on the district's local standards, if applicable. The summative year shall include, in addition to the ratings described above, at least one formal on-site observation and conference with the duration of the observation to be determined by the evaluator, summative ratings on the Nebraska Effective Practices, and an overall rating based on the evaluator's judgment of the administrator's performance on all components of the evaluation process.

3. Gathering Evaluation data. The district's evaluation system is based on data from multiple measures of principal or school/district administrator performance, including but not limited to the following:

- (a) Direct observation of work performance. The evaluation of all principals or school/district administrators covered by this policy will be based in part on direct observation of the administrator performing his/her duties. The Board encourages multiple observations of performance throughout the school year, including formal, informal and walk-through observations, with some observations targeted to elements of the administrator's annual Action Plan(s). For probationary administrators, each semester's evaluation process will include at least one formal on-site observation (as defined in this policy) for a full observation period. For permanent principals or school/district administrators, at least one formal on-site observation of performance with the duration to be determined by the evaluator shall be conducted during the summative year of the evaluation cycle. Informal and walk-through observations with the frequency and duration to be determined by the evaluator shall be conducted during the formative years of the evaluation cycle.

Per Nebraska law, if deficiencies are noted in the work performance of any probationary or permanent administrator, the evaluator shall provide the administrator at the time of the observation with a list of deficiencies, a list of suggestions for improvement, assistance in overcoming the deficiencies, and follow-up evaluations and assistance when deficiencies remain.

- (b) The collection of data/artifacts. Evaluators shall collect a wide variety of data regarding administrator performance including artifacts such as student, parent/community, and faculty communications, agendas, schedules and other management communications if applicable, student achievement data analyses, feedback to teachers following observations, and such other reports, plans, and similar documents as the evaluator determines to be relevant.

- (c) Stakeholder perception data. At least once during the evaluation cycle, typically during the summative year, the evaluator shall arrange for the sampling of stakeholder perception via a survey or other appropriate means. Surveys may be developed by the district or by other entities. The Superintendent shall approve the specific survey or other instruments to be administered and shall approve the procedures for administration. The size and composition of the sample shall be determined by the evaluator after consultation with the principal or school/district administrator. Survey procedures must ensure the privacy and confidentiality of stakeholder responses. The principal or school/district administrator will not receive a rating based on the survey results. Rather, the information gathered shall be used to help the evaluator identify areas of strength and areas for professional development as well as serving as feedback for planning. The Board encourages the gathering of stakeholder responses as part of the Action Plan and professional development processes and other administrative initiatives.
- (d) Student achievement/ school or program performance data. On an annual basis, principals or school/district administrators shall develop and implement Action Plans designed to improve student achievement or school or program performance. For the 2013-14 school year, each principal or school/district administrator participating in the Nebraska Evaluation Model Pilot Project shall develop and implement **one** Action Plan during the second semester. For subsequent years, each principal or school/district administrator shall develop and implement at least **two** Action Plans for the school year. The Superintendent shall develop procedures for creating, implementing, and evaluating Action Plans and shall ensure that all participating administrators and evaluators have received training in the Action Plan process. The evaluation of Action Plans shall include an assessment of the quality and rigor of the plan, the implementation of strategies designed to achieve the plan's goals, and the plan's results.
- (e) Evidence of professional development. On an annual basis, the principal or school/district administrator shall develop and implement an Individual Professional Development Plan based on the results of the administrator's most recent summative evaluation. The rationale for this component is that the professional development goals and activities should arise out of professional development needs identified during the evaluation process and which are closely linked to the evaluation process. The development of an Individual Professional Development Plan directly linked to the summative evaluation does not preclude the existence of schoolwide professional development activities in which principals or school/district administrators are expected to participate or the creation specific individual professional development goals and activities that are not a formal part of the evaluation process.

In the initial two years of implementation of this evaluation system, those principals or school/district administrators in the formative year(s) of the cycle shall develop Individual Professional Development Plans in collaboration with their evaluators. These plans will be reviewed annually, but will not receive an evaluative rating. Following the principal or school/district administrator's first summative evaluation, he/she will develop an IPD Plan in collaboration with his/her evaluator and will receive an evaluative rating on progress in achieving the goals contained in the plan at the end of the following year and each year subsequently. The Individual Professional Development Plan will be revised annually based on evaluation results.

The Superintendent shall develop procedures for creating, implementing, and evaluating Individual Professional Development Plans and shall ensure that all participating administrators and evaluators have received training in the Individual Professional Development Plan process. The evaluation of the Individual Professional Development Plan shall include an assessment of the quality and rigor of the professional development goals, the implementation of strategies designed to achieve the goals, and the plan's results.

(f) Self-assessment/reflection. The Board encourages the use of a self-assessment and reflection process as a component of the evaluation system, but its use shall not be mandatory. The Superintendent shall develop or adopt appropriate procedures and documents for such a process for those principals or school/district administrators who choose to employ them.

4. Conferences and Reports. The Board encourages frequent conferences and the sharing of both oral and written feedback between principals or school/district administrators and evaluators. Observation conferences should focus on the Effective Practices contained in the **Nebraska Principal Performance Framework** and such other performance standards as may be relevant. Formal on-site observations as defined in this policy require a pre-conference, post-conference and written observation report; informal on-site observations require some type of oral or written feedback but not a full post-conference and report, and walk-through on-site observations do not require feedback. For any on-site observation, a conference and written report is required if specific deficiencies are noted. Conferences to review progress on Action Plans and conferences to reviewing progress on each administrator's Individual Professional Development Plan should be held at intervals throughout the year. The Procedures Sequence (Appendix I) suggests appropriate times for these.

For probationary principals or school/district administrators, a formative evaluation conference and the completion of the formative evaluation document is to be held near the end of the first semester of each probationary year. A summative evaluation conference and completion of the summative evaluation document is to be held during the second semester of each probationary year. For a permanent principal or school/district administrator, formative evaluation conferences and the completion of the formative evaluation document are to be held near the end of each formative evaluation year. A summative evaluation conference which includes the completion of the summative evaluation document is to be held during the second semester of the summative evaluation year.

A copy of any written feedback prepared in conjunction with observations and conferences shall be shared with the principal or school/district administrator and retained as part of the administrator's evaluation file. However, this provision shall not require evaluators to share notes or other work product that do not become part of the employee's evaluation file.

5. Procedures for addressing deficiencies in performance. If deficiencies are noted in any observation, the evaluator is to provide the principal or school/district administrator at the time of the observation with a list of the deficiencies, a list of suggestions for improvement, and assistance in overcoming the deficiencies, and follow-up evaluations and assistance when deficiencies remain. A description of the deficiencies and suggestions for improvement and shall be provided both orally and in writing by the evaluator following the observation and a copy of the report shall be retained

as part of the administrator's evaluation file. The principal or school/district administrator shall acknowledge receipt of the evaluator's report.

A rating of "Basic" in any component of a principal or school/district administrator's formative or summative evaluation will result in a specific Plan for Improvement in that component. The Plan for Improvement will outline the reason(s) for the rating of "Basic" and provide recommendations for improvement and a timeline for implementing such recommendations. The Plan for Improvement shall be reviewed by the principal or school/district administrator and his/her evaluator at least once per semester. An overall rating of "Basic" on a summative evaluation will require that the principal or school/district administrator be placed on an annual summative evaluation cycle.

A rating of "Unsatisfactory" in any component of a principal or school/district administrator's formative or summative evaluation will result in the development of a Plan of Assistance. The plan will include a description of the deficiencies that led to the "Unsatisfactory" rating, specific means for the correction of the deficiencies, and an adequate timeline for implementing the required improvements. As appropriate, the plan may also include resources and sources of assistance to help the employee make the necessary corrections. The Plan of Assistance shall be reviewed at least quarterly by the principal or school/district administrator and the evaluator to determine progress in correcting the deficiencies noted. Principals or school/district administrators participating in a Plan of Assistance shall receive a summative evaluation based on the relevant components once per semester.

The Superintendent shall develop procedures and documents to be used for implementing Plans for Improvement and Plans of Assistance.

6. Written response. Principals or school/district administrators may submit a written response to any formative or summative evaluation document, observation report, or any other written report which has become part of their evaluation file. Such responses shall be attached to the document being responded to and shall be retained in the evaluation file. Responses shall be filed within 60 days of the receipt of the original evaluation document.
7. Training of Evaluators. All of the district's evaluators shall possess a valid Nebraska Administrative and Supervisory Certificate and be trained in the use of the evaluation system and its forms and procedures. The Superintendent shall determine the nature of appropriate training for evaluators and arrange for all evaluators to receive such training prior to participating in evaluations.
8. Development and revision of documents. The Superintendent shall be responsible for the development and revision of forms and documents necessary to implement this policy. The development and revision of such forms and procedures will not require Board approval.

9. Appendices:

Appendix I: Principal/School or District Administrator Evaluation Procedures Sequence

Appendix II: Rule 10 Certificated Employee Evaluation Policies and Procedures Checklist

## APPENDIX I

### PRINCIPAL or SCHOOL/DISTRICT ADMINISTRATOR EVALUATION PROCEDURES SEQUENCE

The Nebraska Leadership Committee has recommended a Principal or School/District Administrator evaluation cycle of up to three years. Below are the sequences of activities required to evaluate probationary administrator twice per year and permanent (tenured) administrators on a two- or three-year cycle. Note that Principals or School/District Administrators performing at a less than proficient level can be moved to a semester-long or year-long cycle at any time by making the timeline adjustments accordingly. Note that Action Plans are developed at the beginning of the year and evaluated at the end of the year; Individual Professional Development Plans (IPDP) are developed at the end of the year following a summative evaluation and evaluated at the end of the following year. This is because IPD plans are linked to the result of the previous evaluation.

PROBATIONARY PRINCIPALS/SCHOOL OR DISTRICT ADMINISTRATORS (One-Year Cycle)	
Semester 1 Activities:	Semester 2 Activities:
<ul style="list-style-type: none"> <li>• Self-assessment/reflection on leadership practices (optional)</li> <li>• Action Plan goal-setting (conference with evaluator)</li> <li>• Individual Professional Development Plan review (Years 2 and 3)</li> <li>• On-site observation (minimum full instructional period)</li> <li>• Provide list of deficiencies/suggestions at time of observation (if applicable)</li> <li>• Review of data/artifacts</li> <li>• First semester formative evaluation (Conference):               <ul style="list-style-type: none"> <li>○ Ratings on 8 Effective Practices.</li> <li>○ Review progress on Action Plan.</li> <li>○ Review Individual Professional Development Plan (Years 2 and 3)</li> <li>○ Rating on local standards (optional)</li> <li>○ Complete formative evaluation document.</li> </ul> </li> <li>• Plan of Improvement/Plan of Assistance (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• On-site observation (minimum full instructional period)</li> <li>• Provide list of deficiencies/suggestions (if applicable)</li> <li>• Review of data/artifacts</li> <li>• Collect stakeholder perception data</li> <li>• Reflective Summary by Principal (optional)</li> <li>• Second semester summative evaluation:               <ul style="list-style-type: none"> <li>○ Ratings on 8 Effective Practices.</li> <li>○ Rating on Action Plan.</li> <li>○ Rating on Individual Professional Development Plan (Years 2 and 3)</li> <li>○ Rating on local standards (optional)</li> <li>○ Overall rating for evaluation cycle.</li> <li>○ Complete summative evaluation document.</li> </ul> </li> <li>• Develop Individual Professional Development Plan for upcoming year.</li> <li>• Plan of Improvement/Plan of Assistance (if applicable)</li> </ul>

TENURED PRINCIPAL/ADMIN. FORMATIVE YEAR (S)	TENURED PRINCIPAL/ADMIN. SUMMATIVE YEAR
<ul style="list-style-type: none"> <li>• Self-assessment/reflection on leadership practices (optional)</li> <li>• Action Plan development (conference with evaluator)</li> <li>• Review of Individual Professional Development Plan (from prior year)</li> <li>• On-site observation (optional; length determined by evaluator)</li> <li>• Provide list of deficiencies/suggestions at time of observation (if applicable)</li> <li>• Review of data/artifacts</li> <li>• Mid-year review of Action Plan and Individual Professional Development Plan</li> <li>• Reflective Summary (optional)</li> <li>• End-Year Formative Evaluation (Conference): <ul style="list-style-type: none"> <li>○ Rating on Action Plan.</li> <li>○ Rating on Individual Professional Development Plan.</li> <li>○ Rating or review of local standards (optional)</li> <li>○ Complete formative evaluation document.</li> </ul> </li> <li>• Develop/revise Individual Professional Development Plan for next year.</li> <li>• Plan of Improvement/Plan of Assistance (if applicable)</li> <li>• If performance warrants, move to semester or yearly summative evaluation cycle.</li> </ul>	<ul style="list-style-type: none"> <li>• Self-assessment/reflection on leadership practices (optional)</li> <li>• Action Plan development (conference with evaluator)</li> <li>• Review of Individual Professional Development Plan (from prior year)</li> <li>• On-site observation (required; length of observation determined by evaluator)</li> <li>• Provide list of deficiencies/suggestions at time of observation (if applicable)</li> <li>• Review of data/artifacts</li> <li>• Mid-year review of Action Plan and Individual Professional Development Plan</li> <li>• Collect stakeholder perception data</li> <li>• Reflective Summary (optional)</li> <li>• End-Year Summative Evaluation (Conference): <ul style="list-style-type: none"> <li>○ Ratings on 8 Effective Practices</li> <li>○ Rating on Action Plan.</li> <li>○ Rating on Individual Professional Development Plan.</li> <li>○ Rating on local standards (optional)</li> <li>○ Overall rating for cycle.</li> <li>○ Complete summative evaluation document.</li> </ul> </li> <li>• Develop/revise Individual Professional Development Plan for next year. Plan of Improvement/Plan of Assistance (if applicable)</li> <li>• Continue multi-year cycle of move to more frequent summative cycle if performance warrants.</li> </ul>

## APPENDIX II

### RULE 10 CERTIFICATED EMPLOYEE EVALUATION POLICIES AND PROCEDURES Checklist

The written procedures for the certificated evaluation school board policy includes:

- \_\_\_\_\_ **007.06A1a Provide** for communicating the evaluation procedure annually, in writing, to those being evaluated
- \_\_\_\_\_ **007.06A1b A** description of the duration and frequency of observations and written evaluations for probationary and permanent certificated employees
  - \_\_\_\_\_ Duration of observation for probationary certificated employees
  - \_\_\_\_\_ Frequency of observations and evaluations for probationary certificated employees
  - \_\_\_\_\_ Duration of observation for permanent certificated employees
  - \_\_\_\_\_ Frequency of observations and evaluations for permanent certificated employees
  - \_\_\_\_\_ Superintendent evaluation twice during the first year of employment and at least once annually thereafter pursuant to §79-8828(2)
- \_\_\_\_\_ **007.06A1c Contain** criteria for certificated employee evaluation which includes:
  - \_\_\_\_\_ **007.06A1c(1)** instructional performance (applicable to teachers only)
  - \_\_\_\_\_ **007.06A1c(2)** classroom organization and management (applicable to teachers only)
  - \_\_\_\_\_ **007.06A1c(3)** personal and professional conduct
- \_\_\_\_\_ **007.06A1d Provide** for written communication to the teacher specifying:
  - \_\_\_\_\_ (1) deficiencies
  - \_\_\_\_\_ (2) a means for correcting the deficiencies
  - \_\_\_\_\_ (3) a timeline for implementing the suggested improvements
- \_\_\_\_\_ **007.06A1e Provide** for a written certificated employee response to the evaluation
- \_\_\_\_\_ **007.06A1f A** description of the district plan for training evaluators
- \_\_\_\_\_ **Copies** of the board certificated employee evaluation policy, the evaluation model (procedures), and the board minutes approving the policies and procedures have been submitted.

AdministrationAdministrationEvaluation of Principals1. Objectives

Recognizing that our school district's most valuable asset is its educators, the Board of Education acknowledges the need for the continuing evaluation of the performance of principals and school/district administrators employed by Northwest Public Schools and requires the Superintendent to ensure that such evaluation is carried out as outlined in this policy. It shall be the responsibility of the Superintendent to develop appropriate regulations and procedures to implement this policy and to ensure that the policy, regulations, and procedures comply with Nebraska law and Nebraska Department of Education regulations regarding the evaluation of certificated personnel.

The Board recognizes two major purposes for the evaluation of the performance of principals and school/district administrators:

- (1) To assist principals and school/district administrators in increasing their professional effectiveness in order to improve teaching, learning, and leadership in the district's schools.
- (2) To assess the performance of principals and school/district administrators so that the Board may make employment decisions as provided in state law.

The evaluation of administrative performance is intended to be a collaborative and continuing process. The evaluation process is based primarily on the procedures defined below which provide for a consistent and equitable appraisal of administrators' duties and responsibilities. They do not, however, specifically include the total range of expectations of the effective performance of the administrative duties of each administrative position or of the administrator assigned to such position. As a result, additional data and information related to the respective administrative role may be used to generate a comprehensive appraisal. Each administrator covered by this policy is expected to be cooperative and professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the evaluator.

2. General Procedures

The formal Principal procedures provide for a consistent and equitable appraisal of important aspects of the Principal's duties and responsibilities. They do not, however, specifically include the total range of expectations of the effective Principal. As a result, additional data and information related to the administrative role may be utilized to generate a comprehensive appraisal.

Annual Notice. The Superintendent shall annually ensure that principals or school/district administrators are made aware of the evaluation policy and procedures in writing by including it in an Administrative Handbook or other notice to administrators.

## Evaluation Cycle/Sequence of Evaluation Activities.

- (a) Probationary Principals or School/District Administrators. Principals or school/district administrators in probationary status shall have an annual evaluation cycle consisting of a formative evaluation during the first semester and a summative evaluation during the second semester. Each semester's evaluation shall include at least one formal observation for a full observation period as described in the Principal/Administrator Evaluation Guidelines and ratings based on the Nebraska Effective Practices and the district's local standards. Additional informal and walk-through observations are encouraged. In addition, the second semester summative evaluation shall include ratings on the administrator's Action Plan implementation and, in the second probationary year and subsequently, a rating on Individual Professional Development Plan implementation as well as an overall rating based on the evaluator's judgment of the administrator's performance on all components of the evaluation process.
- (b) Permanent (Tenured) Principals or School/District Administrators. Principals or school/district administrators in permanent status may have up to a three-year evaluation cycle as determined by his/her evaluator. At any point, the evaluator can return the administrator to an annual evaluation cycle if the administrator's performance warrants. A three-year evaluation cycle shall include two years of annual formative evaluations and one year of summative evaluation. The formative years shall include informal/walk-through on-site observations with the number and duration of observations to be determined by the evaluator, a rating on Action Plan implementation, a rating on Individual Professional Development Plan performance, and a rating on the district's local standards, if applicable. The summative year shall include, in addition to the ratings described above, at least one formal on-site observation and conference with the duration of the observation to be determined by the evaluator, summative ratings on the Nebraska Effective Practices, and an overall rating based on the evaluator's judgment of the administrator's performance on all components of the evaluation process.

*See:* Evaluation Instrument for Principal - Administrative Regulation No. 2220A

Date of Adoption: August 27, 2007

Date of Revision:

**ADMINISTRATOR INFORMATION:**

Principal/Administrator Name:

School:

Assignment:

Evaluator:

School Year:

Probationary

Permanent

Year 1

Year 2

Year 3

Semester 1 (Formative – Ratings Required)     Formative (Ratings optional)

Semester 2 (Formative – Ratings Required)     Summative (Ratings optional)

Self-Growth Formal

**PART ONE: NEBRASKA EFFECTIVE PRACTICES:**

Probationary principals or school/district administrators are rated on the Effective Practices each semester based on at least one formal on-site observation and such other observation data or artifacts as may have been collected. Permanent administrators are rated on the Effective Practices at the end of their summative year.

<b>EFFECTIVE PRACTICE: (1) Vision For Learning. The principal establishes and communicates a vision for teaching and learning that results in improved student achievement.</b>	
<b>EVALUATOR RATING</b>	<b>DESCRIPTION</b>
<input type="checkbox"/> EXEMPLARY	The principal implements a systematic and comprehensive analysis of multiple sources of data and collaborates with a wide range of school and community members in order to shape a vision of teaching and learning that results in a high level of student achievement and the closing of achievement gaps.
<input type="checkbox"/> PROFICIENT	The principal analyzes multiple sources of data and engages key school and community members in order to shape a vision of teaching and learning designed to result in improved student achievement.
<input type="checkbox"/> BASIC	The principal conducts a limited analysis of data on current practices and outcomes and is inconsistent in engaging school and community members in shaping a vision of teaching and learning designed to result in improved student achievement.
<input type="checkbox"/> UNSATISFACTORY	The principal ineffectively analyzes data, or fails to engage key school and community members in shaping a vision of teaching and learning designed to result in improved student achievement.
<b>Evaluator's Comments</b>	

**EFFECTIVE PRACTICE: (2) Continuous School Improvement. The principal leads a continuous school improvement process that results in improved student performance and school effectiveness.**

<b>EVALUATOR RATING</b>	<b>DESCRIPTION</b>
<input type="checkbox"/> EXEMPLARY	In collaboration with staff, students, parents, and patrons, the principal leads a systematic continuous school improvement process that consistently strengthens teaching and learning and that results in improved student performance and school effectiveness.
<input type="checkbox"/> PROFICIENT	The principal leads a systematic continuous school Improvement process that consistently results In Improved student performance and school effectiveness.
<input type="checkbox"/> BASIC	The principal leads a continuous school improvement process but with inconsistent outcomes; as a result, increases in student performance and school effectiveness are limited.
<input type="checkbox"/> UNSATISFACTORY	The principal is ineffective in leading the continuous school improvement process and fails to develop essential components of the process.

**Evaluator's Comments:**

--

**EFFECTIVE PRACTICE: (3) Instructional Leadership. The principal provides leadership to ensure the implementation of a rigorous curriculum, the use of effective teaching practices, and accountability for results.**

<b>EVALUATOR RATING</b>	<b>DESCRIPTION</b>
<input type="checkbox"/> EXEMPLARY	The principal provides systematic and collaborative leadership to implement a rigorous curriculum, highly effective instruction, and accountability for student learning.
<input type="checkbox"/> PROFICIENT	The principal provides leadership to ensure the implementation of a rigorous curriculum, effective instruction, and accountability for student learning.
<input type="checkbox"/> BASIC	The principal provides limited leadership toward the implementation of a rigorous curriculum, effective instruction, and accountability for student learning.
<input type="checkbox"/> UNSATISFACTORY	The principal fails to provide effective leadership toward the implementation of a rigorous curriculum, effective instruction, and/or accountability for student learning.

**Evaluator's Comments:**

--

**EFFECTIVE PRACTICE: (4) Culture for Learning. The principal creates a school culture that enhances the academic, social, physical, and emotional development of all students.**

<b>EVALUATOR RATING</b>	<b>DESCRIPTION</b>
<input type="checkbox"/> EXEMPLARY	The principal collaborates effectively with staff to create and maintain a school culture that enhances the academic, social, physical, and emotional development of all students.
<input type="checkbox"/> PROFICIENT	The principal creates a school culture that enhances the academic, social, physical, and emotional development of all students.
<input type="checkbox"/> BASIC	The principal attempts to create a school culture that enhances the academic, social, physical, and emotional development of students, but these efforts may lack consistency or effectiveness.
<input type="checkbox"/> UNSATISFACTORY	The principal fails to provide the leadership to create or maintain a school culture that enhances the academic, social, physical, and/or emotional development of students. The school culture may be negative or non-productive.

**Evaluator's Comments:**

**EFFECTIVE PRACTICE: (5) Systems Management. The principal manages the organization, operations, and resources of the school to provide a safe, efficient, and effective learning environment for all students and staff.**

<b>EVALUATOR RATING</b>	<b>DESCRIPTION</b>
<input type="checkbox"/> EXEMPLARY	The principal has a broad and deep understanding of school management functions and systematically undertakes them. The principal's highly effective management of the organization, operations, and resources of the school results in a learning environment that is safe, highly effective, and highly efficient.
<input type="checkbox"/> PROFICIENT	The principal ensures a safe, efficient, and effective learning environment for students and staff by competently managing the organization, operations, and resources of the school.
<input type="checkbox"/> BASIC	The principal displays a basic understanding of and willingness to carry out school management functions, but he/she is inconsistent or not fully effective in managing, the organization, operations, and resources of the school. As a result, the school may demonstrate some problems, resulting in a learning environment that has some concerns related to safety, efficiency, or effectiveness.
<input type="checkbox"/> UNSATISFACTORY	The principal's understanding of management functions is incomplete or his/her willingness or ability to carry out those functions is limited. The principal ineffectively manages the organization, operations, and/or resources of the school, resulting in a school that has an unsafe, inefficient, or ineffective learning environment.

**Evaluator's Feedback:**

**EFFECTIVE PRACTICE: (6) Staff Leadership. The principal uses effective personnel practices to select, develop, support, and lead high-quality teachers and non-teaching staff.**

EVALUATOR RATING	DESCRIPTION
<input type="checkbox"/> EXEMPLARY	The principal uses innovative personnel practices to consistently recruit, select, develop, support, retain, and lead high-quality teachers and non-teaching staff.
<input type="checkbox"/> PROFICIENT	The principal uses effective personnel practices to consistently recruit, select, develop, support, retain, and lead high-quality teachers and non-teaching staff.
<input type="checkbox"/> BASIC	The principal's understanding and use of effective personnel practices is inconsistent or ineffective, resulting in less than effective recruitment, selection, and development of high-quality staff members.
<input type="checkbox"/> UNSATISFACTORY	The principal fails to effectively recruit, select, develop, and/or retain high-quality staff members; he/she does not use effective personnel practices.
<b>Evaluator's Comments:</b>	

**EFFECTIVE PRACTICE: (7) Developing Relationships. The Principal promotes and supports productive relationships with students, staff, families, and the community.**

EVALUATOR RATING	DESCRIPTION
<input type="checkbox"/> EXEMPLARY	The principal promotes and supports productive relationships with students, staff, families, and the community, actively seeks diverse viewpoints, and builds a strong network of support for the school's vision and mission.
<input type="checkbox"/> PROFICIENT	The principal promotes and supports productive relationships with students, staff, families, and the community that support the school's vision and mission.
<input type="checkbox"/> BASIC	The principal attempts to promote and support productive relationships with students, staff, families, and the community, but these attempts maybe haphazard or less than fully effective. . As a result, relationships within the school and between the school and community are generally acceptable, but somewhat below the desired level of support for the school and its mission.
<input type="checkbox"/> UNSATISFACTORY	The principal fails to effectively engage in the conversations and/or activities necessary to develop positive, productive relationships with students, staff, families, and the community and build support for the school's vision and mission. As a result, relationships within the school and between the school and community are often negative. development, and achievement.
<b>Evaluator's Comments:</b>	

**EFFECTIVE PRACTICE: (8) Professional Ethics and Advocacy. The principal acts with fairness, integrity, and a high level of professional ethics, and advocates for policies of equity and excellence in support of the vision of the school.**

EVALUATOR RATING	DESCRIPTION
<input type="checkbox"/> EXEMPLARY	The principal models an exceptionally high level of fairness, integrity, and professional ethics and provides leadership to his staff and colleagues in these qualities; the principal is a strong advocate for policies of equity and excellence in support of the vision of the school.
<input type="checkbox"/> PROFICIENT	The principal consistently acts with fairness, integrity, and a high level of professional ethics, and advocates for policies of equity and excellence in support of the vision of the school.
<input type="checkbox"/> BASIC	The principal usually acts with fairness, integrity and an acceptable level of professional ethics; he/she advocates for policies of equity and excellence but may be inconsistent or less than fully effective in doing so.
<input type="checkbox"/> UNSATISFACTORY	The principal does not routinely act with the expected degree of fairness, integrity, and/or professional ethics and lapses in these behaviors may occur; he/she is not an effective advocate for his/her school or the educational system.
<b>Evaluator's Comments:</b>	

**SUMMARY OF EFFECTIVE PRACTICES:**

AREAS OF STRENGTH

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)

**Part II: Principal/Administrator Action Plans. Combined rating. Attach Action Plan template. For probationary principals/administrators, Action Plans are reviewed during the first semester evaluation conference and rated during the second semester evaluation conference.**

EVALUATOR RATING	DESCRIPTION
<input type="checkbox"/> EXEMPLARY	Results across all Action Plans demonstrate that objectives have been met or exceeded to a significant degree. Improvement in student achievement or school/district performance as a result of the Plans exceeds expectations. Plan design is exemplary and implementation strategies were carried out in a highly effective fashion. The results can serve as a model for other administrators.
<input type="checkbox"/> PROFICIENT	Results across all Action Plans demonstrate that objectives have been met or nearly met on an overall basis. Significant improvement in student achievement or school/district performance as a result of the Plans is evident. Plan design evidenced appropriate quality and/or rigor and implementation strategies were carried out effectively.
<input type="checkbox"/> BASIC	Results across all Action Plans demonstrate that objectives have been met in part. Some improvement in student achievement or school district performance as a result of the Plans is evident. Plan design may have been somewhat lacking in quality and/or rigor and implementation strategies were not carried out as effectively as expected.
<input type="checkbox"/> UNSATISFACTORY	Results across all Action Plans demonstrate that objectives have not been achieved or have been achieved at a level that is significantly below expectations. Improvement in student achievement or school/district performance as a result of the Plans has been minimal. Plan design may have evidenced insufficient quality and/or rigor and implementation strategies were not carried out effectively.

**Evaluator’s Comments:**

Plan for Improvement (Required for rating of “Basic”)

Plan of Assistance attached (Required for rating of "Unsatisfactory")

**Part III: Individual Professional Development Plan. (Attach plan) The Individual Professional Development Plan is evaluated only in Probationary Years 2 and 3. In those years, the IPD Plan is reviewed in the first semester evaluation conference and rated in the second semester evaluation conference.**

<b>EVALUATOR RATING</b>	<b>DESCRIPTION</b>
<input type="checkbox"/> EXEMPLARY	The Individual Professional Development Plan's goals have been met or exceeded on all respects. There is evidence that implementation and completion of the Plan has led to significant, positive, and lasting change in job performance.
<input type="checkbox"/> PROFICIENT	The Individual Professional Development Plan's goals 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.
<input type="checkbox"/> BASIC	The Individual Professional Development Plan's goals 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.
<input type="checkbox"/> UNSATISFACTORY	The Individual Professional Development Plan's goals have not been met to a satisfactory degree. Implementation of the Plan has not led to a positive change in job performance.

Plan for Improvement (Required for rating of "Basic")

Plan of Assistance attached (Required for rating of "Unsatisfactory")

**Part IV: Local District Standards (Optional).**

<b>Local District Standards</b>	<b>Meets District Standards</b>	
<input type="checkbox"/> Not applicable	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**Part IV: Overall Rating - An overall rating is provided in the second semester conference only for probationary principals/administrators.**

EVALUATOR RATING	DESCRIPTION
<input type="checkbox"/> EXEMPLARY	In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator 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.
<input type="checkbox"/> PROFICIENT	In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator meets district performance standards for the evaluative criteria on an overall basis and is actively engaged in professional development and school leadership efforts.
<input type="checkbox"/> BASIC	In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator meets district performance standards for most evaluative criteria and is satisfactorily participating in an improvement plan for those criteria rated below "Proficient."
<input type="checkbox"/> UNSATISFACTORY	In the judgment of the evaluator based on a review of the evidence collected, the principal or school/district administrator does not meet district performance standards for a significant segment of the evaluative criteria and improvement efforts have been inadequate.

EVALUATOR'S COMMENTS:

AREAS OF STRENGTH

AREAS OF DEVELOPMENT

Plan for Improvement attached (required for Overall rating of "Basic")

Plan of Assistance attached (required for Overall rating of "Unsatisfactory")

PRINCIPAL/ADMINISTRATOR SIGNATURE:

DATE:

EVALUATOR SIGNATURE:

DATE:

*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.*

Picture drawn by: Kallie Cornelius

# Northwest High

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# Student Handbook

## 2020 - 2021



*A Tradition of Excellence Since 1963...*

### Administration

Dr. Jeffrey Edwards	Superintendent
Tim Krupicka	Principal
P.J. Smith	Assistant Principal
Marty Moser	Assistant Principal/9 <sup>th</sup> Academy
Matt Fritsche	Activities Director

#### 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
Karl Quandt	Treasurer
Bret Mader	Member
Mike Shafer	Member
Becky Rosenlund	Advisory Member

#### Superintendent's Office

Dr. Jeffrey Edwards	Superintendent	385-6398	jedwards@ginorthwest.org
Sharon Placke	Business Manager		splacke@ginorthwest.org
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Stacey Pawling	District Data Coordinator		spawling@ginorthwest.org

Jeanette Ramsey  
Dr. Ryan O'Grady

Curriculum/Instruction/Assessment Director  
Director Of Special Services

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**Central Office**

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P.J. Smith  
Marty Moser  
Brenda Dunn  
Ann Beckmann  
Natalie Nielsen

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

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Guidance Counselor

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**Natural & Physical Science**

Mark Freeling	Science	mfreeling@ginorthwest.org
Kurt Harders	Science	kharders@ginorthwest.org
David Olson	Science	dolson@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
Greg Smith	Social Studies	gsmith@ginorthwest.org
Mike Saddler	Social Studies	msaddler@ginorthwest.org
Michael Lambert	Social Studies	mlambert@ginorthwest.org

**Special Programs**

Kim Coates	Special Education	kmcoates@ginorthwest.org
Carol Beins	Special Education	cbeins@ginorthwest.org
Shane Fernau	Alternative Education	sferneau@ginorthwest.org
Bill Bombbeck	Alternative Education	bbombbeck@ginorthwest.org
Jeremy Otto	Special Education	jotto@ginorthwest.org
Anthony LaRosa	Tech Prep	alarosa@ginorthwest.org
Kenzie Mollring	Special Education	kmollring@ginorthwest.org

**Career And Technical Education**

Katie Hornung	Agriculture	khornung@ginorthwest.org
Jason Harb	Industrial Technology	jharb@ginorthwest.org
Scott Gibson	Industrial Technology	sgibson@ginorthwest.org
Jeff Paige	Industrial Technology	jpaige@ginorthwest.org
Ed Kinne	Industrial Technology	ekinne@ginorthwest.org
Tami Nelson	Family and Consumer Science	tnelson@ginorthwest.org
Anthony LaRosa	Health Science	alarosa@ginorthwest.org
Matt Hinkel	Business	mhinkel@ginorthwest.org
Lori Cooper	Career Education and Internship Coordinator	lcooper@ginorthwest.org
Ann Purdy	Business, Powerschool	apurdy@ginorthwest.org
Diane Rouzee	Business	drouzee@ginorthwest.org
Chip Bahe	Business, Careers	cbahe@ginorthwest.org

**Section 2: ACTIVITIES AND ORGANIZATIONS**

Art Club	Beau Studley
Band	Shawn Pfanstiel
Cheerleaders	Lisa Czaplewski
One Act	Robbie Collins
FBLA	Lori Cooper
FCCLA	Tami Nelson
FFA	Katie Hornung
Honor Society	Kenzie Mollring
Jazz Band	Shawn Pfanstiel
Journalism/Yearbook	Kirsten Gilliland
Letterwinners	Matt Fritsche
Musical	Jeffrey Vyhldal
Speech	Brian Gibson
Student Council	Darbie Mazour
Show Choir	Jeffrey Vyhldal
Northwest Dance Team	Jordan Eickhoff
Vocal Music	Jeffrey Vyhldal
Quiz Bowl	Katrina Rother
Mock Trial	Brian Gibson

**Section 3: CLASS SPONSORS**

Junior Class	Kim Coates/ Mike Saddler
Senior Class	Andrew Manhart /Darbie Mazour

**Section 4: ATHLETICS**

Baseball	Co-op with GISH
Basketball, Boys	Chip Bahe

Basketball, 9 <sup>th</sup> Boys	Joel Hope
Basketball, Girls	Russ Moerer
Basketball 9 <sup>th</sup> Girls	Kyle Suttles
Cross Country, Girls & Boys	Joel Hope
Football	Kevin Stein
Football, 9 <sup>th</sup>	Mike Saddler
Golf, Girls	Alex Hull
Golf, Boys	Alex Hull
Softball	Mitch Sadd
Soccer, Girls	Jess Herrmann
Soccer, Boys	Dan Purdy/Ann Purdy
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 <sup>th</sup>	Kayla Fuchtmann
Wrestling	Brian Sybrandts

### **Section 5: DIRECTORY FOR QUESTIONS OR CONCERNS**

<b><u>Question or Concern</u></b>	<b><u>Who to Contact</u></b>
Academic Concerns	Teachers & Counselors
Activities /School Insurance	Activities Director
Appeals, Complaints	Central Office, Principal
Career & College Information	Counselor's Office
Check Out/Admit Slips	Central Office
Class Schedules/Registration	Counselor's Office
Grades & Transcripts	Counselor's Office
Illness/Injury	Nurse
Library	Media Office, Mrs. Rother
Locker Problems	Central Office
Lost & Found	Central Office
Lunch Money	Central Office
Personal Issues/Concerns	Counselor's Office
Problems with Other Students	Central Office, Assist Prin
Student Telephone	Central Office
Report Theft/Vandalism	Central Office
Transfer Withdrawal	Counselor's Office

*Please go to or call (385-6394) the Central Office if you have a question and are not sure who to ask.*

# NORTHWEST PUBLIC SCHOOLS 2020-21 District Calendar

## AUGUST

- 4-6 New Staff Inservice
- 10-12 Staff Inservice
- 13 1st Day of School  
K-8 Noon Dismissal

August 2020						
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 2020						
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

- 7 No School Labor Day
- 23-24 PT Conferences  
PK-8 Noon Dismissal  
High School 12:39 Dismissal
- 25 No School

## OCTOBER

- 7 K-12 Noon Dismissal
- 15 End of 1st Quarter  
K-8 Noon Dismissal
- 16 No School

October 2020						
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 2020						
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

- 12 K-12 Noon Dismissal
- 13 No School
- 25 K-12 Noon Dismissal
- 26-27 No School - Thanksgiving

## DECEMBER

- 22 End of 2nd Quarter  
K-12 Noon Dismissal
- 23-31 No School Winter Break

December 2020						
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 2021						
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 No School Winter Break
- 4 No School Staff Inservice
- 5 Second Semester Begins
- 25 No School Staff Inservice

## FEBRUARY

- 10 PT Conferences 9-12  
12:39 Dismissal
- 10-11 PT Conferences K-8  
Noon Dismissal
- 12 No School
- 24 K-12 Noon Dismissal

February 2021						
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 2021						
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

- 5 No School
- 10 End of 3rd Quarter  
K-8 Noon Dismissal
- 11-12 No School

## APRIL

- 2 No School
- 5 No School
- 22 High School 12:39 Dismissal
- 26 District Inservice  
K-12 Noon Dismissal

April 2021						
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 2021						
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

- 7 High School Noon Dismissal
- 16 Commencement 2:00
- 19 Last Day of School  
K-12 Noon Dismissal
- 20 Staff Inservice

## JUNE

- 25-30 Moratorium

June 2021						
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 2021						
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

- 1-4 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
1R School	308-385-6352
St Libory	308-687-6475
Chapman	308-986-2215
Northwest High School	308-385-6394

## 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
Per 1	8:10-8:54	8:10-8:49	8:10-8:40	8:10 – 8:35	10:00 - 10:34
INT	8:58-9:28	No Intervention	No Intervention	No Intervention	No Intervention
Per 2	9:32-10:16	8:53-9:32	8:44-9:14	8:39– 9:04	10:38 - 11:12
Per 3	10:20-11:04	9:36-10:15	9:18-9:48	9:08 – 9:33	11:16 - 11:50
Per 4	11:08-11:52	10:19-10:58	9:52-10:22	9:37 – 10:02	11:54 - 1:04 (Lunch)
Per 5	11:56-1:12 (Lunch)	11:02-11:41	10:26-10:56	10:06-10:31	1:08 - 1:42
Per 6	1:16-2:00	11:45-12:57 (Lunch)	11:00-11:30	10:35 – 11:00	1:46 - 2:20
Per 7	2:04-2:48	1:01-1:40	11:34-12:04	11:04-11:29	2:24 - 2:58
Per 8	2:52-3:36	1:44-2:23	12:08-12:39	11:32-12:00	3:02 - 3:36

**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**

### Section 2: ADVISEMENT/INTERVENTION PERIOD

Intervention will run Monday, Tuesday, and Thursday of each week, 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. 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 (receive a blue pass) before leaving the building**

### 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 to leave the building (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**

Students who need to make telephone calls during the day may use the telephone in the Central Office. Students will not be called to the telephone during class periods except in cases of emergency. Telephone messages will be delivered to students at the earliest convenience. Student use of the Central Office telephone is limited to emergencies only. Students leaving classrooms to use the telephone must have their agenda signed (phone pass) by their classroom teachers.

### **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 or report to study hall in the cafeteria. School administrators may excuse students from attending a 3:15 p.m. pep rally.

### **Section 13: POP, DRINKS, FOOD AND SNACKS**

See Classroom rules and policies

### **Section 14: BUILDING ENTRY AND MOVEMENT**

Students involved in special activities before 7:45 a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 7:45 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal. During school time students may be permitted to leave the classroom or study hall for specific purposes. A pass agenda by a teacher is required. Each teacher will maintain a sign out sheet in their room.

### **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 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. Students may be subjected to a breath alcohol screen if school officials suspect a student is under the influence of alcohol or a controlled substance. 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 twenty-two 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 been 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. Seniors who arrive at school after first period due to open periods must check in at the Central Office. Seniors who fail to check in will be counted as absent.

## **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 counselling
  - c. Educational evaluation
  - d. Referral to community agencies for economic services
  - e. Family or individual counselling
  - 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 ten (10) or more absences during any semester a letter will be sent home informing the student and his/her parents/guardians of the revocation of credits per **Board of Education Policy**. This letter may coincide with a student conference and/or follow up phone call and/or meeting with the student parents, in addition to any of the aforementioned interventions.
6. At twenty (20) or more absences or the hourly equivalent during one semester, Northwest may expel a student from school for the remainder of the semester.

## **Section 4: TRUANCY**

Students who are truant (absent without their parents' knowledge) and or whose absences have not been approved by the Principal or Assistant Principal will be given detention to make up the time they missed as stated in the discipline rubric found on pages 21 - 23 in the handbook.

## **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

3rd tardy = notification from the teacher and a reminder of the tardy policy

4th tardy = student will be assigned one-half hour of detention by the teacher of that tardy period. Parent/guardian contacted by the teacher.

5th tardy = student will be assigned one-half hour of detention by the teacher of that tardy period. Parent/guardian contacted by the teacher.

6th tardy = student will be assigned one-half hour of detention by the teacher of that tardy period. Parent/guardian contacted by the teacher.

8th tardy = student will be assigned one hour of detention by the Central Office. Parent/guardian conference with administrator.

10th tardy = student will be assigned one hour of detention by the Central Office. Parent/guardian conference with administrator.

On any tardy 11 or more= student will be suspended (short-term = 1 to 5 days) with a required parent conference prior to the student being readmitted to school.

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 miss five or more consecutive days due to illness, need to bring a doctor's note prior to returning to school. 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 visit. This visit will be excused and not count towards their attendance record.

## **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 insure 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, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, 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, be given, in school suspension or out of 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 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 alikes" 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 counselling, 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 counselling, 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 counselling, 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
- 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 constituting grounds for expulsion as hereinafter set forth; or
- (2) Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a 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.

**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 exclusion 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.

**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 his 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.

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

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

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

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

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

**Misuse of School Materials/Equipment**-Misusing and/or using school materials in an authorized manner short of major destruction, e.g. writing

on or marking desks, books, lockers, etc., using shop materials, home etc. food products, etc., misuse of computer accounts or materials.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Unauthorized Games in School Building** -Gambling, poker, etc. Unlawful Intimidation of School 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	0	A	B	B	C	
2. Dress Code Violation	I	0 - 1st 8 - 2nd..	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	B	C	
6. Parking Illegally	II	8	A	B	B	C	
7. Inappropriate Behavior/Gestures	II	8	A	B	B	C	
8. Profanity/Vulgarity	II	8	A	B	B	C	
10. Cell Phone (Confiscation)	II	8	B	B	C/D/E	D/E/F	
11. Repeated violations of Category I	II	8	A	B	B	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 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 discouraged; 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.
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. Pajama pants, sleepwear, and biking shorts.
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 flesh or undergarments.
8. "Sagging" (slacks, pants, shorts, etc. must be worn on the hip). Belts must be tucked into all belt loops.
9. Bare feet, slippers, tap shoes, roller shoes, cleated shoes.
10. Articles which are unwashed and inappropriately soiled.
11. Articles which could cause damage to property; Example: cleats on shoes.
12. Jewelry that is offensive, distracting or may pose a safety hazard
13. Headwear, such as caps/hats/bandanas.
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**

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.

## **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	(beginning with the class of 2020)
Communication	5 Credits	(beginning with the class of 2020)
Personal Finance	5 Credits	(beginning with the class of 2022)

**\*\*Beginning with the graduating class of 2022 students are required to have 5 credits of Personal Finance to graduate.**

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.

### Section 2: GRADUATION EXERCISES

Participation in this event is a privilege. Students not meeting all graduation requirements are prohibited from participating in graduation ceremonies.

### 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 will no longer be considered Northwest students once they have received 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 45 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.

### **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.
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.

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 one month (30 calendar days) from the end of the marking period to complete necessary coursework. If a student fails to complete work within 30 days, his/her grade will be figured using zeros for incomplete work. A grade of incomplete may be given to a student if he or she has make-up work to do. Incompletes are only awarded after the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

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 3<sup>rd</sup> 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 Tuesday through Tuesday.* 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 NWS 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 English  
AP History  
Advanced Chemistry  
Advanced American Literature  
Medical Interventions

## 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 at Central Community College	ACT Prep

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.

### 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 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 guardian 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.

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

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

Federal Government Hot Lunch Program regulations prohibit Northwest High School from selling pop, candy, gum, etc. during lunch periods. Students who are not eating lunch are to report to the old gym or cafeteria during their lunch period. Northwest High School is a closed campus. Students may not leave the building during their lunch period.

**Non-Discrimination Statement: This explains what to do if you feel you have been treated unfairly.**

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

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

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

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

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Section 3: ENROLLMENT OPTION**

In 1989, the Nebraska Legislature passed a law that allows parents to choose the school district they want their children to attend. The law was designed to give parents the opportunity to choose the school system, which they feel might best meet the educational needs of their children. It is important to remember that option school districts may reject or limit requests for transfers based on school capacity and available programs. Enrollment Option applications forms, etc., are available in the Superintendent's office, online at <[ginorthwest.org](http://ginorthwest.org)> or by calling 385-6398.

**Section 4: TITLE IX NON-DISCRIMINATION**

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

**Under Federal Law schools cannot:**

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

**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 enrolment. 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.

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

### **Section 11: HOMELESS STUDENTS POLICY**

#### Homeless Children

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

#### No Stigmatization or Segregation of Homeless Students

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

#### Homeless Coordinator

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

### Enrollment of and Services to Homeless Children

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed.

Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either (i) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (ii) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process.

The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.

The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

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

School District based on it being the school of origin, the new school and the Northwest High School District shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin, and if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

### **Section 12: PARENTAL INVOLVEMENT IN SCHOOLS**

It is the policy of the Northwest High School, District 82, Hall/Howard/Merrick Counties to foster and facilitate, to the extent appropriate, parental/guardian information about and involvement in, the education of their children.

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

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

- E. Testing shall occur in Northwest High School as determined appropriate from time to time by school district staff to assure proper measurement of educational progress and achievement.
- F. Participation in surveys of students shall occur in Northwest High School.

**Section 13: NEED HELP?**

Heartland United Way, AIRS (Alliance of Information and Referral Systems) and the Central District Health Department have established “2-1-1” in Hall, Howard, Hamilton and Merrick Counties to connect people with community services and volunteer opportunities in their local area. The 2-1-1 hotline operates 24 hours a day, seven days a week 2-1-1 and provides callers with information about how to access services for everyday needs when in times of crisis. The numbers 2-1-1 can offer access to the following types of services:

1. Basic Human Needs Resources: food banks, clothing closets, shelters, rent assistance, utility assistance.
2. Physical and Mental Health Resources: health insurance programs, Medicaid and Medicare, maternal health, Children’s Health Insurance Program, medical information lines, crisis intervention services, support groups, counseling, drug and alcohol intervention and rehabilitation.
3. Employment Supports: financial assistance, job training, transportation assistance, education programs.
4. Support for Older American and Persons with Disabilities: adult day care, congregate meals, Meals on Wheels, respite care, home health care, transportation, homemaker services.
5. Support for Children, Youth and Families: childcare, after school programs, Head Start, family resource centers, summer camps, and recreation programs, mentoring, tutoring, protective services.
6. Volunteer Opportunities and Donations. This service connects individuals and families in need with appropriate community based organizations and government agencies. Help is a phone call away.

Legal Reference: Student Discipline Act, Ne. Rev. State. 79-254 to 79-296, Ne. Rev. State. 79-201 to 79-209, No Child Left Behind Act of 2001, Title IV; 20 U.S.C. 7101 et seq. and 7151. Legal Source: Neb. Rev. Stat. Sections 79-254 to 79-296 Adopted June 11, 2012

**RECEIPT OF THE 2020-2021 STUDENT HANDBOOK  
OF NORTHWEST HIGH SCHOOL**

This signed receipt acknowledges receipt of the 2020-2021 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 2020-2021 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.***

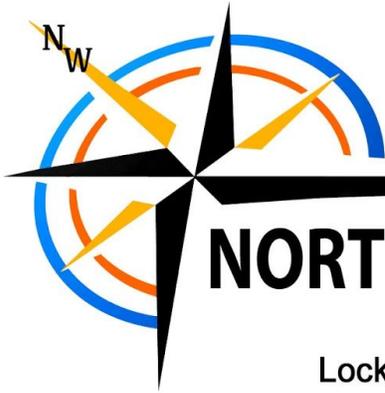
\_\_\_\_\_ We reviewed the Student Handbook and agree to follow the procedures and rules established by Northwest Public Schools

***The Student Handbook can be viewed online at [www.ginorthwest.org](http://www.ginorthwest.org).***

Printed student name \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or legal guardian signature \_\_\_\_\_ Date \_\_\_\_\_



# **NORTHWEST PUBLIC SCHOOLS**

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

## **K-8 STUDENT HANDBOOK**

*Cedar Hollow  
St. Libory  
1- R*

**2020 - 2021 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*

## 2020 / 2021 Northwest School Board

### School Board

Dan Leiser	President
Zach Mader	Vice-President
Robin Schutt	Secretary
Karl Quandt	Treasurer
Bret Mader	Member
Mike Shafer	Member
Becky Rosenlund	Advisory Member

### 2020 / 2021 Northwest District Staff

#### District Office

Dr. Jeff Edwards	Superintendent	385-6398	jedwards@ginorthwest.org
Sharon Placke	Business Manager		splacke@ginorthwest.org
Kim Gibson	District Office Secretary		kgibson@ginorthwest.org
Barb Huls	District Office Secretary		bhuls@ginorthwest.org
Jeanette Ramsey	Director of Teaching and Learning		jramsey@ginorthwest.org
Dr. Ryan O'Grady	Director of Special Services		rogrady@ginorthwest.org

#### Principals

Tim Krupicka	Principal, High School	385-6389	tkrupicka@ginorthwest.org
PJ Smith	Asst Principal, High School		psmith@ginorthwest.org
Marty Moser	Asst Principal, 9th Academy		mmoser@ginorthwest.org
Mike Herzberg	Principal, St. Libory		mherzberg@ginorthwest.org
Steve Retzlaff	Principal, 1-R		sretzlaff@ginorthwest.org
Scott Mazour	Principal, Cedar Hollow		smazour@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

Andrew Manhart	Guidance Counselor		amanhart@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		<a href="mailto:spotter@ginorthwest.org">spotter@ginorthwest.org</a>
Stacy Pawling	Data Manager		spawling@ginorthwest.org
Katrina Rother	Library & Media		krother@ginorthwest.org
Tammy Kuhl	School Nurse		tkuhl@ginorthwest.org
Brooke Bowen	School Nurse		<a href="mailto:bbowen@ginorthwest.org">bbowen@ginorthwest.org</a>
Nadia McCann	School Nurse		nmccann@ginorthwest.org
Mike Fitzgerald	Head of Maintenance		mfitz@ginorthwest.org
Robyn Wright	Food Service Manager		rwright@ginorthwest.org

# NORTHWEST PUBLIC SCHOOLS 2020-21 District Calendar

## AUGUST

- 4-6 New Staff Inservice
- 10-12 Staff Inservice
- 13 1st Day of School  
K-8 Noon Dismissal

13/16

August 2020						
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 2020						
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

- 7 No School Labor Day
- 23-24 PT Conferences  
PK-8 Noon Dismissal  
High School 12:39 Dismissal
- 25 No School

20/21

## OCTOBER

- 7 K-12 Noon Dismissal
- 15 End of 1st Quarter  
K-8 Noon Dismissal
- 16 No School

2/21

October 2020						
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 2020						
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

- 3 K-12 Noon Dismissal
- 6 No School
- 25 K-12 Noon Dismissal
- 26-27 No School - Thanksgiving

18/17.5

## DECEMBER

- 22 End of 2nd Quarter  
K-12 Noon Dismissal
- 23-31 No School Winter Break

18/16.5

December 2020						
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 2021						
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 No School Winter Break
- 4 No School Staff Inservice
- 3 Second Semester Begins
- 25 No School Staff Inservice

18/20

## FEBRUARY

- 10 PT Conferences 9-12  
12:39 Dismissal
- 10-11 PT Conferences K-8  
Noon Dismissal
- 12 No School
- 24 K-12 Noon Dismissal

19/20

February 2021						
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 2021						
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

- 3 No School
- 10 End of 3rd Quarter  
K-8 Noon Dismissal
- 11-12 No School

20/20

## APRIL

- 2 No School
- 3 No School
- 22 High School 12:39 Dismissal
- 26 District Inservice  
K-12 Noon Dismissal

20/20

April 2021						
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 2021						
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

- 14 High School Noon Dismissal
- 16 Commencement 2:00
- 19 Last Day of School
- K-12 Noon Dismissal
- 20 Staff Inservice

13/14

## JUNE

- 25-30 Moratorium

June 2021						
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 2021						
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

- 1-4 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. - 3:35 p.m.	
Wednesday 8:10 a.m. - 2:25 p.m.	



Contact Information	
District Office	308-385-6398
Cedar Hollow	308-385-6396
1st School	308-385-6352
St Libory	308-687-6475
Northwest High School	308-385-6394

## 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: 1130 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 a 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)

### **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.

### **AMERICANS WITH DISABILITIES ACT**

The Northwest Public Schools is 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 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.

### **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. Our Middle Schools offer girls volleyball and basketball and boys are offered basketball. Northwest High School offers cross country, football, wrestling, soccer and track for seventh and eighth grade boys and girls. Northwest High School sponsored athletics are conducted at the high school. Students who participate in athletic programs need a physical examination that is current.

### **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.

### **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.

### **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.

### **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). 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 constitutes 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.

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 Northwest 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 alike” 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 program 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 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.

#### **ELECTRONIC DEVICES**

Students **are discouraged** from bringing cell phones or other electronic devices including but not limited to iPod or MP3 players to school, however, as they have become as much of a necessity in some cases and a luxury in others, we would like the following procedures to be followed:

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**

All 6th graders/parents and new 7th/8th grade students/parents to the district are **required** to participate in chromebook orientation in order to learn about the chromebook their child will be issued from the school. There are three things that need to be done before a chromebook is given out to your child. #1 There is paperwork (**user loan agreement**) that needs to be filled out and signed by both the parent/guardian and student. #2 There is a \$25.00 fee which must be paid by all 6-8 students each year. 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.mypbanking.com/cgi-bin/efs/login.pl?access=55789> #3 Lastly, all 6th graders/parents and new 7th/8th grade students/parents to the district must virtually attend a chromebook orientation and complete a google form verifying participation.

### **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 student 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 SCHOOL CLOSING**

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)

### **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, cheerleading (8th grade only), 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 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 / CLASS PARTIES**

Class parties, field trips, special projects and other enrichment activities are **privileges** that students earn by being responsible for their school work and citizenship. Students who are behind in their studies or are being disciplined because of inappropriate behavior may be excluded from enrichment activities.

#### **FIRE AND TORNADO DRILLS**

The school conducts emergency response and evacuation drills. Civil defense and tornado shelter areas are designated for each grade.

#### **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.

### **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 BOOK BAGS**

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 parents or persons listed in the emergency file. Telephone numbers for work, relatives, baby-sitters, neighbors, etc. should be listed on the emergency file.

#### **Immunizations**

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

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

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

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

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

**Medication**

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

**Physical Examinations**

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

**Control of Communicable Disease**

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

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

**Policy Concerning AIDS:**

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

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

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

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

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

#### **HEALTH SERVICES**

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

#### **HONOR ROLL**

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

#### **LEAVING SCHOOL BEFORE DISMISSAL TIME**

Any student leaving school before dismissal time must notify the office before they leave the building. This is true even if they are going to the doctor, etc. We are responsible for the student, and thus we need to have a record of his attendance. This is very important in cases of emergency or disaster.

#### **LOST ITEMS**

Each school building has a lost and found. Please label all clothing articles as needed.

#### **LUNCH PROGRAM**

All schools operates 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.

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.

#### **Non-Discrimination Statement:**

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

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

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

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Pop/soda is not allowed in the lunchroom during the noon lunch period. Parents wishing to eat with their child must notify the school in advance. Parents are required to pay the adult 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 reasons of safety, 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.

#### **MORNING SCHOOL 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 at 7:45 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.

#### **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 administration.

#### **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 4:00 pm (2:45 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 4:00 pm (2:45 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.

**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.

**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 harassed 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.

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.

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

#### ***POWER GRADE 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. Fourth grade 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.

### **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 SPIRIT**

School spirit means loyalty to all functions of the school. School spirit may be divided into two categories:

- (1) PRIDE - in everything our school endeavors to accomplish and has accomplished.
- (2) SPORTSMANSHIP - the ability to win or lose gracefully.

### **SCHOOL VISITATION**

Parental visits to school are always welcomed. For security reasons, please call ahead of time and check in at the school office 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.

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 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 distracting 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

- f. 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 mailed directly to a required school.

### **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.

### **TREATS**

On special occasions treats may be brought to school to be distributed to the child's classroom at the appropriate time.

## **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 a 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 enrolment. 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  
Grade level

Dates of attendance

### **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 behaviour;
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 services 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

**2020 / 2021 Northwest School District Staff Members**

<b>1R (K-8)</b>	<b>St. Libory (K-8)</b>	<b>Cedar Hollow (K-8)</b>
K - Tammy Chohon	K - Kathy McCray	K - Marci Earll
1 - Jenny Bahe	1 - Miranda Studley	K - Kimberly Terry
2 - Kelli Wemhoff	2 - Natalie Husmann	1 - Kayla Stutzman
3 - Mallory Cacy	3 - Jenny Manivong	1 - Tami Wissing
4 - Joel Hope	4 - Katie Pfanstiel	2 - Karen Gruener
5 - Margaret Wagner	5 - Kirsten Pullen	2 - Loretta Stelk
Special Services - Kelly Olesen	Special Services - Sara Olsen, Kenzie Jarvi	3 - Hannah Gloe
<b>Middle School (6-8)</b>	<b>Middle School (6-8)</b>	3 - Andrea Ritzdorf
Lang. Arts - Geri Pagel	Lang. Arts - Abbey Schwindt	4 - Ashley Spotanski
Reading - Geri Pagel	Reading - Abbey Schwindt	4 - Nikki Janulewicz
Math - Bobbi Byerly	Math - Nichole Poland	5 - Becky Barber
Science - Scott Musil	Science - Scott Musil	5 - Heather Gosda
Social Studies - Kevin Snyder	Social Studies - Kevin Snyder	Special Services - Ronda Kruger, Kyla Fuchtmann, Connie Cochnar
Technology - Randa Felske	Technology - Randa Felske	<b>Middle School (6-8)</b>
P. E. - Brian Sybrandts	P. E. - Brian Sybrandts	Lang. Arts - Skyler Jenkins
Music - Jeff Pearson	Music - Jeff Pearson	Lang Arts - Molly Mills
Band - Tim Meyer	Band - Tim Meyer	Math - Angela Blank
Art - Kelsi Amen	Art - Kelsi Amen	Science - Scott Schaefer
Careers - Steve Spiels	Careers - Steve Spiels	Social Studies - Jake Ritzdorf
School Psychologist- Sara Yount	Title One - Matt Stepanek	Technology - Randa Felske
	School Psychologist- Sara Yount	P. E. - Haley Beckstead
		Music - Alicia Glaser
		Band - Tim Meyer
		Art - Kelsi Amen
		Careers - Steve Spiels

**RECEIPT OF THE 2020/2021 STUDENT HANDBOOK**

**OF NORTHWEST PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2020/2021 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.

The Student Handbook can also be viewed on-line at [www.ginorthwest.org](http://www.ginorthwest.org) under the 'students' tab.

**Please complete the information below and return to your children's school as soon as possible.**

\_\_\_\_\_ **We received a copy of the 2020/2021 Student Handbook or have viewed it on-line.**

**Printed student name** \_\_\_\_\_

**Grade Level (2020/2021)** \_\_\_\_\_

**School Building Attending** \_\_\_\_\_

**Student signature** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

**Parent or legal guardian signature** \_\_\_\_\_

**Today's Date** \_\_\_\_\_



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# **NORTHWEST PUBLIC SCHOOLS**

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

## **Northwest Public Schools Teacher Handbook 2020-21 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 2020-21 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
Karl Quandt, Treasurer	karl.quandt@ginorthwest.org
Mike Shafer, Member	mike.shafer@ginorthwest.org
Bret Mader, Member	bret.mader@ginorthwest.org

**Section 3****Administrative Staff**

Name	Position	School	Contact Information
Jeff Edwards	Superintendent	Northwest Public Schools	308-385-6389, Ext 5112
Tim Krupicka	Principal	Northwest High School	308-385-6394, Ext 5119
PJ Smith	Assistant Principal	Northwest High School	308-385-6394, Ext 5121
Marty Moser	Assistant Principal	Northwest High School	308-385-6394, Ext 5123
Scott Mazour	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
Ryan O'Grady	Director of Special Services	Northwest Public Schools	308-385-6389, Ext 5127
Brian Gibson	Technology Coordinator	Northwest Public Schools	308-385-6389, Ext 5142
Heather Callihan	Technology Integrationist	Northwest Public Schools	308-384-6389, Ext 5171
Sharon Placke	Business Manager	Northwest Public Schools	308-385-6389, Ext 5111
Mike Fitzgerald	Maintenance Director	Northwest Public Schools	308-385-6389, Ext 5124

#### **Section 4                    Contract Days**

Teachers are contracted for 185 days (hereinafter referred to as the “contract year”). Such contract days will be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

#### **Section 5                    Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

#### **Section 6                    Severe Weather and School Cancellations**

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. Notification of staff will also be made with a district-wide automated notification system. Staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. Northwest Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law throughout the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. In the event of an emergency exit alert or tornado warning, you should implement the school’s established safety procedures.

## **Article 2 - EMPLOYMENT, COMPENSATION AND BENEFITS**

### **Section 1                    Employment**

A teacher is employed by Northwest Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation for the current school year is submitted, or a resignation for the following school year is submitted after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

### **Section 2                    Assignments**

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extracurricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

### **Section 3 Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. §79-8,109.

### **Section 4 Grievances and Complaints**

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

### **Section 5 Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over 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.

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 SID 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 additions 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 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. Text Book 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 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 work days and within their assigned work day. if the teacher desires the aide to work hours other than the assigned work hours or assigned work day, 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

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 can not 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**

The Northwest Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District. (Please refer to the Nebraska Department of Education Professional Ethics Standards) [www.education.ne.gov/CC/standcond.pdf](http://www.education.ne.gov/CC/standcond.pdf)

### **Section 2 Evaluations**

Evaluations of teachers will be conducted in accordance with the District’s evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

### **Section 3 Role Model**

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

### **Section 4 Relationships**

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

### **Section 5 Professional Attire**

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is 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 work place 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, sandclub, metal knuckles, or throwing star;

- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2 ½ inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically to hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.
- h. A teacher may possess mace or similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in a teacher’s personal possession, as well as in a teacher’s motor vehicle, desk, locker, briefcase, backpack, or purse.

#### **Section 4 Use of District Computer Network and Internet**

Teachers have access to the District’s computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District’s

mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.

4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computer or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations.

In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

#### **Section 5                      Use of School Facilities**

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

#### **Section 6                      Care of School Property**

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

#### **Section 7                      Visitors**

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the

teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

### **Section 8                      Salespersons**

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

### **Section 9                      Security of Desks and Lockers**

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

### **Section 10                     Video Surveillance**

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

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate

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

### **Section 11                      Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 12                      Copyright and Fair Use Policy**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of copyrighted work is permitted "fair use", rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair". Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **Section 13                      Lost and Found**

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

## **Section 14                      Safety**

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers 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 teachers 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, 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

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: Matt Fisher, Superintendent, 2710 N North Rd, Grand Island NE 68803, 308-.85-6398, mfisher@ginorthwest.org Employees and Others: Sharon Placke, Human Resources, 2710 N North Rd, Grand Island, NE 68803, 308-385-6398, splacke@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.

## 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 will 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 will 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 will 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 a temporary continuation coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended:

**Disability extension of 18-month period of continuation coverage** - If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disable at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of

the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

**Second qualifying event extension of 18-month period of continuation coverage** - If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

### **If You Have Questions**

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional And District EBSA Offices are available through EBSA's web site at [www.dol.gov/ebsa](http://www.dol.gov/ebsa).

### **Keep Your Plan Administrator Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

**RECEIPT OF 2020-2021 TEACHER HANDBOOK  
OF NORTHWEST PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2020-2021 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 your building principal.**

Business OperationsProcurement Plan – Code of Conduct

The District seeks to conduct all procurement procedures in compliance with federal and state regulations and without any conflicts of interest with employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees, officers, or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.

Date of Adoption: August 10, 2020



Dear Northwest  
Public Schools,

Thank you for the  
beautiful flowers  
you sent for my  
father's funeral.

It meant a lot

to me to see

those flowers at

the funeral. My

time with Northwest

will always be

cherished!

Your kind expression of  
sympathy is deeply appreciated. Thank you  
and gratefully acknowledged.

The family of

Mr. Thurn,  
5  
+ family