

Board of Education Regular Meeting
Monday, June 12, 2023 7:00 PM
High School
2710 N. North Rd
Grand Island, NE 68803



1. Welcome and Recognize Open Meetings Act
2. Consent Agenda
 - 2.1. Notice of Meeting
 - 2.2. Board Meeting Minutes
 - 2.3. Board Claims
 - 2.4. Treasurer's Reports
3. Audience with individuals or committees wishing to make request or reports
4. Report of Committees
 - 4.1. Schedule Committee Meetings
5. Discussion Items
 - 5.1. Capital Campaign/Project Update
6. Action Items
 - 6.1. Discuss, consider, and take necessary action for revision of board policies 5004, 5006, 5101, 5102, 5103, 6212, 6284, 6600, 6700, and 8130.
 - 6.2. Discuss, consider, and take necessary action on new board policies 1101, 6215, and 6921.
 - 6.3. Discuss, consider, and take any necessary action on Building and Site Committee Recommendations
 - 6.3.1. Approve Replacement Utility Vehicle
7. Superintendent Report

7.1. Legislative update.

7.2. OPTION/TRANSFER ENROLLMENT SUMMARY MAY 2023

7.3. Thank You Notes

8. Adjourn

9. Mission Statement

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

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

NORTHWEST PUBLIC SCHOOLS
Board of Education Regular Meeting
Monday May 8, 2023, 7:00 PM
Northwest High School Board Room

Attendance was taken at 7:00 PM

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

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

A motion to approve the consent agenda was made by Artie Moeller and seconded by Robin Schutt. This motion passed unanimously.

Tammy Goodbreak addressed the Board regarding a bill she sent to NWHS for a trip that was cancelled.

Melanie Smith and Lori Merritt presented for the 9-12 Counselors. They discussed some of the apprenticeship programs they the High School currently has available, scholarships and what their daily duties are at Northwest.

The Building and Sites Committee met. Zach Mader presented that they have planned to fix Lockwood's playground. There is a sewer line that is preventing any renovations in the bathrooms near the auditorium that Bret Mader requested be updated at the last meeting and a Sprinkler bid for St. Libory.

The Policy Committee decided to meet at 6:00 June 12 prior to the June board meeting.

Dr. Edwards gave a brief Capital Campaign update.

Approval of contracts for 2023-24 for new certified staff: Clint Simmons and Janae Liberty. This motion, made by Aaron Buhrman and seconded by Robin Schutt, passed unanimously.

A motion was made by Robin Schutt to approve the resolution authorizing the early redemption of a \$215,000 portion of the District's outstanding Promissory Notes, Series 2022 and related matters. This motion was seconded by Zach Mader and passed unanimously.

A motion to accept the bid from Brad Morse to install a sprinkler system at St. Libory was made by Artie Moeller, seconded by Paul Mader and passed unanimously.

Artie Moeller made a motion to table the utility vehicle purchase item until the June meeting. This was seconded by Aaron Buhrman and passed unanimously.

Zach Mader made a motion at 7:45 to enter Executive Session to discuss a pending lawsuit. Robin Schutt seconded the motion.

At 8:55 PM, Paul Mader made a motion to exit Executive Session, seconded by Zach Mader.

The Superintendent's Report included the following items.

- Legislative update.
- Graduation – Sunday, May 14th at 2:00 PM.
- Option Transfer Enrollment Summary April 2023
- Recognition of the Class of 2023 Top 15 Percent which took place before tonight's meeting.
- Recognition of State Journalism, State FBLA, State FCCLA, State FFA and State Trap which took place right before tonight's meeting.

Leiser adjourned the meeting at 8:56 PM.

INVOICES SUBMITTED FOR PAYMENT

JUNE 12, 2023 BOARD CLAIMS

| <u>Check #</u> | <u>Vendor Name</u> | <u>Vendor Description</u> | <u>Check Total</u> |
|-----------------|---|----------------------------|---------------------|
| Checking | 1 | Fund: 01 | GENERAL FUND |
| 142306 | ACE HARDWARE | SUPPLIES | 131.04 |
| 72497 | ADVENTURE ENTERPRISES LLC | TRANSPORTATION | 1,210.41 |
| 142299 | ALMQUIST, MALTZAHN, GALLOWAY & LUTH | ACCOUNTING SERVICES | 470.00 |
| 72498 | AMAZON CAPITAL SERVICES INC | SUPPLIES | 1,582.01 |
| 72499 | APPLE INC. | EQUIPMENT | 33,054.00 |
| 142307 | AURORA CO-OP | GASOLINE/PROPANE | 1,751.60 |
| 72500 | AWARDS PLUS | SUPPLIES/ENGRAVING | 840.00 |
| 142308 | BAXTER, TAREN | REIMBURSEMENT | 52.87 |
| 72501 | BAYLOR ENTERPRISES DBA ONTO COLLEGE | AP PREP | 8,975.00 |
| 72504 | BOSSELMAN PUMP & PANTRY INC | GAS & OIL | 1,113.74 |
| 142309 | BOWEN, BROOKE | REIMBURSEMENT | 91.70 |
| 72505 | BREAKOUT INC | SUPPLIES | 99.00 |
| 142310 | CALLIHAN, HEATHER | REIMBURSEMENT | 449.85 |
| 72506 | CDW GOVERNMENT LLC CDW GOVERNMENT | SUPPLIES | 5,659.03 |
| 142300 | CENGAGE LEARNING | AG SUPPLIES | 3,706.50 |
| 142311 | CENTRAL NEBRASKA REHABILITATION SERVICES | CONTRACTED SERVICES | 10,459.92 |
| 72507 | CENTURYLINK | PHONE | 431.76 |
| 72508 | CHARTER COMMUNICATIONS | INTERNET | 1,286.13 |
| 72509 | CHOICE FAMILY HEALTH CARE | HEALTH | 197.00 |
| 72510 | CITY OF GRAND ISLAND | ELECT/WATER/SEWER | 10,584.75 |
| 72511 | COMPANION CORPORATION | SOFTWARE | 4,335.00 |
| 142312 | COMPUTER HARDWARE, INC | SUPPLIES/REPAIRS | 100,805.10 |
| 72512 | CONSTRUCTION RENTAL INC | EQUIPMENT RENTAL | 96.80 |
| 72513 | COPYCAT PRINTING | PRINTING | 3,671.39 |
| 72514 | CULLIGAN | SALT & RENT | 108.40 |
| 142313 | DAS STATE ACCTG- CENTRAL FINANCE | TELEPHONE SERVICE | 666.29 |
| 72515 | DRUIDE INFORMATIQUE INC | TYPING PAL ONLINE | 560.00 |
| 142314 | EAKES OFFICE SOLUTIONS | SUPPLIES | 238.64 |
| 142301 | EBERL PLUMBING & DRAIN | REPAIRS | 944.63 |
| 72516 | EGAN SUPPLY CO | SUPPLIES | 9,300.00 |
| 72517 | ENCK, HEATHER | PARENT MILEAGE | 134.41 |
| 72518 | ESU #10 | SUPPLIES/REPAIRS/INSERVICE | 5,331.80 |
| 72519 | FATHER FLANAGAN'S BOYS' HOME | TUITION | 18,900.00 |
| 72520 | FIRST NATIONAL BANK OF OMAHA | SUPPLIES | 202.69 |
| 72521 | FIRST NATIONAL BANK OF OMAHA | SUPPLIES | 2,408.42 |
| 72522 | FIRST NATIONAL BANK OF OMAHA | SUPPLIES | 231.05 |
| 72523 | FIRST NATIONAL BANK OF | INSERVICE/SUPPLIES | 66.57 |

INVOICES SUBMITTED FOR PAYMENT

JUNE 12, 2023 BOARD CLAIMS

| <u>Check #</u> | <u>Vendor Name</u> | <u>Vendor Description</u> | <u>Check Total</u> |
|----------------|--|---------------------------|--------------------|
| | OMAHA | | |
| 72524 | FIRST NATIONAL BANK OF OMAHA | INSERVICE / SUPPLIES | 61.97 |
| 142315 | GIBSON, BRIAN | MILEAGE REIMBURSEMENT | 51.75 |
| 72525 | GO-BOX LLC (SPECTRUM COMM INC SOLE MBR) | TECHNOLOGY | 1,366.38 |
| 72526 | GREAT MINDS PBC | BOOKS AND SUPPLIES | 1,143.45 |
| 72527 | GRONE'S OUTDOOR POWER | SUPPLIES | 17.38 |
| 142302 | HAAG, SARAH | REIMBURSEMENT | 70.09 |
| 72528 | HD SUPPLY FACILITIES MAINTENANCE, LTD | SUPPLIES | 3,597.07 |
| 72529 | HEARTLAND ROOFING CONSULTANT | ROOFING CONSULTANT FEES | 1,890.00 |
| 142316 | HERZBERG, MICHAEL | REIMBURSEMENT | 52.87 |
| 72530 | HIGHLAND PARK | GROUNDS | 65.00 |
| 142317 | HOLIDAY EXPRESS | TRANSPORTATION | 31,378.02 |
| 72531 | HEMOCOURT PUBLISHERS LLC | CURRICULUM BOOKS | 399.00 |
| 142303 | HOMETOWN LEASING | COPIER LEASE PYMT | 842.62 |
| 72532 | HONEYWELL | CONTRACT SERVICES | 3,872.14 |
| 142318 | HORAK, SHEILA | CONTRACTED SERVICES | 2,835.83 |
| 72533 | HOWARD GREELEY RURAL PUBLIC POWER DIST. | UTILITIES | 1,791.16 |
| 72534 | HYVEE ACCOUNTS RECEIVABLE | INSERVICE\SUPPLIES | 373.79 |
| 72535 | ISLAND SUPPLY & WELDING | SUPPLIES/REPAIRS | 239.80 |
| 142319 | JAMF SOFTWARE LLC | SOFTWARE | 1,575.00 |
| 72536 | JOHNNY'S LOCK & KEY SHOP | KEYS/LOCKS | 13.00 |
| 72537 | JOHNSON HARDWARE CO | SUPPLIES | 555.00 |
| 142320 | JW PEPPER & SON, INC | MUSIC | 1,208.70 |
| 72538 | KANSAS CITY AUDIO-VISUAL DBA KCAV | ANNUAL LICENSE | 1,377.00 |
| 142321 | KELLY SUPPLY COMPANY | SUPPLIES | 34.95 |
| 72539 | KELLY, STEPHANIE | MILEAGE REIMBURSEMENT | 52.18 |
| 142322 | KERR, CINDY | MILEAGE REIMBURSEMENT | 170.26 |
| 142323 | KNUTH, MEGAN | REIMBURSEMENT | 49.13 |
| 142324 | KUCK, AMBER | EXP REIMBURSEMENT | 91.00 |
| 72540 | KUCK, JON | SNOW REMOVAL | 400.00 |
| 72541 | KULLY PIPE & STEEL SUPPLY | SUPPLIES | 148.35 |
| 72542 | LAMAR COMPANIES DBA LAMAR TEXAS LIMITED PARTNERSHIP | ADVERTISING | 1,800.00 |
| 72543 | LEXIA LEARNING SYSTEMS LLC | ONLINE COURSE | 798.00 |
| 72544 | LITERACY RESOURCES LLC DBA HEGGERTY PHONEMIC AWARENESS | CURRICULUM | 341.28 |
| 72545 | MATTHEW BENDER & CO., INC | SUPPLIES | 93.08 |
| 72546 | MAVERICKLABEL.COM | LABELS | 504.88 |
| 72547 | MENARDS | SUPPLIES/EQUIPMENT | 1,021.73 |

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| <u>Check #</u> | <u>Vendor Name</u> | <u>Vendor Description</u> | <u>Check Total</u> |
|----------------|---|---------------------------|--------------------|
| 142325 | MEYER, TIMOTHY | REIMBURSEMENT | 275.76 |
| 142326 | MID NEBRASKA DISPOSAL INC | GARBAGE SERVICE | 1,563.30 |
| 72548 | MIDWEST 3D SOLUTIONS | EQUIPMENT | 30,151.00 |
| 72549 | MIDWEST ALARM SERVICES | ALARM SERVICE | 98.00 |
| 142327 | MIDWEST CONNECT LLC | POSTAGE | 1,200.00 |
| 72550 | MIDWEST GRADS | GRADUATION SUPPLIES | 2,444.35 |
| 142328 | MOSER, MARTIN | REIMBURSEMENT | 52.87 |
| 142329 | MUSIL, SCOTT | REIMBURSEMENT | 41.27 |
| 72551 | NACIA | DUES | 40.00 |
| 72552 | NEBRASKA ACADEMY OF SCIENCES INC | FEES | 195.00 |
| 72553 | NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS | REGISTRATION | 385.00 |
| 72554 | NEBRASKA FIRE SPRINKLER CORP | INSPECTION/EQUIPMENT | 465.00 |
| 72555 | NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LAB | WATER TESTING | 240.00 |
| 72556 | NO TEARS LEARNING INC DBA LEARNING WITHOUT TEARS | WRITING KITS | 419.38 |
| 72557 | NORMAN, JESSICA | MILEAGE REIMBURSEMENT | 83.84 |
| 142304 | NORTHWEST ACTIVITY FUND | REIMBURSEMENT | 823.14 |
| 142330 | NORTHWEST PETTY CASH CHECKING | REIMBURSEMENT | 30.00 |
| 72558 | NORTHWESTERN ENERGY | UTILITIES | 1,587.44 |
| 142331 | O'BOYLE, MELANIE | REIMBURSEMENT | 40.61 |
| 72560 | O'HARA PLUMBING | SERVICES | 2,935.60 |
| 72559 | OFFICE OF THE UNIVERSITY BURSAR (MC0113) DBA VIRGINA TECH | CURRICULUM | 14.00 |
| 142305 | OLSEN, SARA | REIMBURSEMENT | 36.54 |
| 142332 | PAWLING, STACEY | EXPENSE REIMBURSEMENT | 206.80 |
| 72561 | PEACHJAR INC | TECHNOLOGY | 1,092.00 |
| 72562 | PEARSON EDUCATION DBA NCS PEARSON INC | TEXTBOOKS | 617.09 |
| 72563 | PHONOGRAPH-HERALD | SUBSCRIPTION | 11.30 |
| 72564 | PIZZA HUT | PIZZA | 64.25 |
| 142333 | POMPS TIRE SERVICE | VEHICLE MAINTENANCE | 89.88 |
| 72565 | PPG ARCHITECTURAL COATINGS | SUPPLIES | 111.96 |
| 72566 | RAY, GREG | REIMBURSEMENT | 62.59 |
| 72567 | REAMS | REPAIRS | 135.55 |
| 72568 | RENTOKIL NORTH AMERICA INC DBA PRESTO-X | CONTRACT SERVICE | 901.04 |
| 142334 | RETZLAFF, TARA | REIMBURSEMENT | 150.99 |
| 72569 | RILEY, WENDY | MILEAGE REIMBURSEMENT | 571.24 |
| 72570 | RINDER PRINTING | PRINTING/SUPPLIES | 975.47 |
| 72571 | SAM'S CLUB MC/SYNCB | SUPPLIES | 67.88 |
| 72572 | SAVVAS LEARNING COMPANY | SUPPLIES | 5,986.50 |

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JUNE 12, 2023 BOARD CLAIMS

| <u>Check #</u> | <u>Vendor Name</u> | <u>Vendor Description</u> | <u>Check Total</u> |
|--------------------|--|-------------------------------|--------------------|
| | LLC | | |
| 72573 | SHANEYFELT, STACIA | REIMBURSEMENT | 62.88 |
| 142335 | SMITH, PAUL | REIMBURSEMENT | 52.87 |
| 142336 | SOUTHERN PUBLIC POWER DISTRICT | ELECTRICTY | 3,461.23 |
| 72574 | SPORT SAFE TESTING SERVICE INC, | SUBSTANCE ABUSE TESTING | 2,628.00 |
| 72575 | STATE GLASS | GLASS | 240.50 |
| 72576 | SUPER SAVER | SUPPLIES | 112.94 |
| 72577 | TIME MANAGEMENT SYSTEMS | EMPLOYEE TIME MANAGEMENT | 1,000.00 |
| 72578 | TOOL BARN | RENTALS | 260.00 |
| 72579 | TRI COUNTY PUBLIC SCHOOLS | TECHNOLOGY | 217.70 |
| 72580 | UNIVERSITY OF NEBRASKA-LINCOLN EXTENSION - FILLMORE COUNTY | AG SCIENCE | 20.00 |
| 72581 | US BANK VISA | SUPPLIES/REIMBURSEMENT | 303.20 |
| 72582 | US BANK VISA | SUPPLIES/REIMBURSEMENT/TRAVEL | 8.55 |
| 72583 | US BANK VISA | SUPPLIES/REIMBURSEMENT/TRAVEL | 177.96 |
| 72584 | US BANK VISA | SUPPLIES/INSERVICE | 68.74 |
| 72585 | VERIZON WIRELESS | CELLULAR PHONE | 487.63 |
| 142337 | VEX ROBOTICS | SUPPLIES/EQUIPMENT | 152.19 |
| 142338 | VODEHNAL, KELLEE | MILEAGE | 147.71 |
| 72586 | WAL-MART | SUPPLIES/EQUIPMENT | 412.44 |
| 72587 | WHITEFOOT MARKET INC | INSERVICE | 2,600.00 |
| 72588 | WIECK, MARK | MILEAGE | 179.59 |
| 72589 | WINSUPPLY GRAND ISLAND NE CO | SUPPLIES | 990.04 |
| 72590 | ZILLER TILE CENTER | SUPPLIES/REPAIRS | 7,730.00 |
| 72591 | ZORNES, GEMMA | MILEAGE REIMBURSEMENT | 12.84 |
| Fund Total: | | | 365,923.01 |

**TREASURER'S REPORT
FOR THE MONTH OF MAY 2023
JUNE 12, 2023**

GENERAL FUND

| | |
|---------------------------------|-----------------|
| Balance, Beginning of the Month | \$ 4,413,328.83 |
| Receipts | 3,250,777.14 |
| Expenditures | 1,529,534.43 |
| Balance, End of the Month | \$ 6,134,571.54 |

BUILDING FUND

| | |
|---------------------------------|---------------|
| Balance, Beginning of the Month | \$ 727,996.11 |
| Receipts | 113,370.60 |
| Expenditures | - |
| Balance, End of the Month | \$ 841,366.71 |

BOND FUND

| | |
|---------------------------------|---------------|
| Balance, Beginning of the Month | \$ 131,818.03 |
| Receipts | 529.69 |
| Expenditures | - |
| Balance, End of the Month | \$ 132,347.72 |

**TREASURER'S REPORT
FOR THE MONTH OF MAY 2023
JUNE 12, 2023**

DEPRECIATION FUND

| | | |
|---------------------------------|----|------------|
| Balance, Beginning of the Month | \$ | 441,404.52 |
| Receipts | | 1,776.52 |
| Expenditures | | - |
| Balance, End of the Month | \$ | 443,181.04 |

EMPLOYEE BENEFIT FUND

| | | |
|---------------------------------|----|-----------|
| Balance, Beginning of the Month | \$ | 13,854.34 |
| Receipts | | 57.50 |
| Expenditures | | 4,874.13 |
| Balance, End of the Month | \$ | 9,037.71 |

QUALIFIED CAPITAL PURPOSE FUND

| | | |
|---------------------------------|----|----------|
| Balance, Beginning of the Month | \$ | 8,809.08 |
| Receipts | | 35.40 |
| Expenditures | | - |
| Balance, End of the Month | \$ | 8,844.48 |

**NORTHWEST PUBLIC SCHOOLS
GENERAL FUND
BUDGET SUMMARY
FOR THE MONTH ENDING 05/31/2023**

| | BUDGET | MONTHLY EXPENDITURES | TOTAL EXPENDITURES TO DATE | % OF BUDGET SPENT |
|-----------------------------------|--------------|-------------------------|----------------------------------|----------------------|
| INSTRUCTION | 9,620,840.00 | 789,384.09 | 7,206,124.95 | 74.90 |
| LEP | 46,400.00 | 4,043.77 | 35,776.25 | 77.10 |
| POVERTY | 291,000.00 | 15,490.48 | 156,684.79 | 53.84 |
| EARLY CHILDHOOD | 120,500.00 | 11,708.12 | 103,915.72 | 86.24 |
| SPECIAL EDUCATION PROGRAMS K-12 | 1,359,800.00 | 114,107.90 | 903,347.96 | 66.43 |
| ATTENDANCE AND SOCIAL WORK | 17,300.00 | 0.00 | 4,145.62 | 23.96 |
| GUIDANCE SERVICES | 446,100.00 | 36,566.96 | 332,305.04 | 74.49 |
| HEALTH SERVICES | 151,700.00 | 15,406.15 | 131,781.78 | 86.87 |
| PSYCH SERVICES SPED SCHOOL AGE | 215,750.00 | 22,606.19 | 259,480.55 | 120.27 |
| PSYCH SERVICES SPED 3-5 | 12,000.00 | 1,093.72 | 9,843.48 | 82.03 |
| SPEECH PATH K-12 | 178,300.00 | 15,288.95 | 137,413.04 | 77.07 |
| SPEECH PATH/AUDIO SPED 3-5 | 15,500.00 | 56.15 | 549.03 | 3.54 |
| SPEECH PATH/AUDIO SPED 0-2 | 0.00 | 56.16 | 607.07 | 0.00 |
| OCCUP THERAPY K-12 | 34,400.00 | 5,249.09 | 48,663.78 | 141.46 |
| OCCUPATIONAL THERAPY SPED 3-5 | 0.00 | 1,626.89 | 10,872.42 | 0.00 |
| PHYSICAL THERAPY K-12 | 11,600.00 | 1,866.36 | 13,563.20 | 116.92 |
| PHYSICAL THERAPY - SPED 3-5 | 0.00 | 630.98 | 4,055.02 | 0.00 |
| PHYSICAL THERAPY - SPED 0-2 | 1,000.00 | 0.00 | (133.50) | (13.35) |
| VISUAL IMP SERV - K-12 | 12,000.00 | 455.00 | 3,607.50 | 30.06 |
| OTHER PUPIL SUPPORT SERV | 0.00 | 3,000.00 | 24,000.00 | 0.00 |
| SCHOOL IMPROVEMENT | 44,600.00 | 3,227.02 | 28,038.20 | 62.87 |
| INSTRUCT / CURRICULUM DEV | 67,860.00 | 4,589.99 | 46,621.78 | 68.70 |
| INSTRUCTIONAL STAFF TRAINING | 4,500.00 | 0.00 | 430.00 | 9.56 |
| IMPLEMENATION OF STANDARDS | 37,700.00 | 2,722.16 | 25,156.05 | 66.73 |
| LIBRARY / MEDIA SERVICES | 248,360.00 | 21,920.73 | 184,602.32 | 74.33 |
| TECHNOLOGY - INSTRUCTION RELATED | 165,100.00 | 34,603.83 | 123,069.56 | 74.54 |
| BOARD OF EDUCATION | 20,000.00 | 0.00 | 7,067.00 | 35.34 |
| EXECUTIVE ADMINISTRATION | 501,660.00 | 29,190.83 | 283,226.90 | 56.46 |
| DISTRICT LEGAL SERVICES | 15,000.00 | 2,307.20 | 7,621.20 | 50.81 |
| OFFICE OF THE PRINCIPAL | 1,089,300.00 | 91,076.25 | 814,388.64 | 74.76 |
| SCHOOL ADMINISTRATION - OTHER | 207,200.00 | 17,683.71 | 156,284.21 | 75.43 |
| FISCAL SERVICES | 67,400.00 | 4,255.48 | 57,592.85 | 85.45 |
| PERSONNEL SERVICES | 66,600.00 | 2,623.28 | 54,756.98 | 82.22 |
| TECHNOLOGY - ADMINISTRATIVE | 424,000.00 | 23,845.73 | 260,562.81 | 61.45 |
| CENTRAL SERVICES - OTHER | 116,400.00 | 3,994.01 | 38,047.91 | 32.69 |
| OPERATION OF BUILDINGS | 1,115,700.00 | 104,557.07 | 859,475.14 | 77.03 |
| MAINTENANCE OF BUILDINGS | 500,500.00 | 8,874.20 | 149,200.82 | 29.81 |
| UPKEEP OF GROUNDS | 54,800.00 | 5,531.47 | 36,206.34 | 66.07 |
| VEHICLE OPER/MAINT - NON STUDENT | 4,000.00 | 50.95 | 36,039.91 | 901.00 |
| SAFETY | 5,830.00 | 71.89 | 647.01 | 11.10 |
| VEHICLE OPERATION - REG EDUCATION | 29,800.00 | 1,562.24 | 17,183.38 | 57.66 |
| VEHICLE OPERATION - SPED | 0.00 | 0.00 | 0.00 | 0.00 |
| VEHICLE OPERATION - SPED 0-2 | 0.00 | 287.94 | 3,159.16 | 0.00 |
| VEHICLE MAINT - REG ED | 8,000.00 | 826.29 | 14,941.84 | 186.77 |
| VEHICLE MAINT - SPED K-12 | 0.00 | 727.18 | 5,200.21 | 0.00 |

**NORTHWEST PUBLIC SCHOOLS
GENERAL FUND
BUDGET SUMMARY
FOR THE MONTH ENDING 05/31/2023**

| | BUDGET | MONTHLY EXPENDITURES | TOTAL EXPENDITURES TO DATE | % OF BUDGET SPENT |
|-------------------------------------|---------------|-------------------------|----------------------------------|----------------------|
| STUDENT TRANSPORTATION - OTHER | 415,000.00 | 58,739.07 | 492,761.49 | 118.74 |
| CATERGORIAL GRANTS | 15,000.00 | 3,483.80 | 9,218.55 | 61.46 |
| HIGH ABILITY LEARNERS | 12,000.00 | 592.08 | 2,468.42 | 20.57 |
| STATE EARLY CHILDHOOD GRANT | 29,200.00 | 2,465.49 | 22,189.41 | 75.99 |
| TITLE I PART A | 149,200.00 | 12,334.41 | 112,611.83 | 75.48 |
| TITLE II PART A | 21,500.00 | 14,482.83 | 30,277.83 | 140.83 |
| IDEA PART B (611) BASE & ENROLL POV | 292,600.00 | 36,380.14 | 287,515.52 | 98.26 |
| IDEA SPECIAL PROJECTS | 9,000.00 | 0.00 | 70.00 | 0.78 |
| IDEA PART B | 0.00 | 0.00 | 7,646.61 | 0.00 |
| IDEA PRESCHOOL | 0.00 | 0.00 | 0.00 | 0.00 |
| CARL PERKINS | 3,000.00 | 0.00 | 2.32 | 0.08 |
| ESSER III | 0.00 | 0.00 | 21,028.59 | 0.00 |
| TRANSFERS | 125,000.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 18,400,000.00 | 1,531,644.23 | 13,581,914.49 | 73.81 |

**NORTHWEST PUBLIC SCHOOLS
LUNCH FUND
FOR THE MONTH ENDING 05/31/2023**

| | <u>Monthly Activity</u> | <u>Year to Date Activity</u> | <u>Budget</u> |
|--|-------------------------|----------------------------------|---------------|
| <u>REVENUE</u> | | | |
| SALES - STUDENT LUNCHES | 4,911.80 | 71,769.00 | 198,000.00 |
| NON REIMB MEALS / ALA CARTE | 10,765.01 | 194,478.14 | 100,000.00 |
| STATE REIMBURSEMENT | 0.00 | 1,546.01 | 2,000.00 |
| FEDERAL REIMBURSEMENT | 32,681.55 | 249,268.52 | 500,000.00 |
| TRANSFERS FROM GENERAL FUND | 0.00 | 0.00 | 50,000.00 |
| TOTAL REVENUE | \$48,358.36 | \$517,061.67 | \$850,000.00 |
| <u>EXPENDITURE</u> | | | |
| SALARY- FOOD SERVICE | 4,551.10 | 40,959.90 | 65,000.00 |
| FOOD SERVICE SALARY CH | 4,306.73 | 33,364.58 | 50,000.00 |
| FOOD SERVICE SALARY - 1R | 2,166.25 | 16,404.33 | 30,000.00 |
| FOOD SERVICE SALARY - SL | 3,412.00 | 25,837.11 | 30,000.00 |
| FOOD SERVICES SALARY - NW | 11,543.72 | 92,505.96 | 125,000.00 |
| FOOD SERVICE INS | 787.26 | 7,085.34 | 0.00 |
| INS - CED HOLLOW | 2,401.45 | 21,613.05 | 30,000.00 |
| INS - 1R | 776.54 | 6,988.86 | 12,000.00 |
| INS - ST LIBORY | 1,623.09 | 14,607.81 | 20,000.00 |
| INS - NWHS | 3,889.91 | 39,239.85 | 0.00 |
| FOOD SERVICE FICA - NON INSTRUCT STAFF | 343.39 | 3,090.51 | 4,000.00 |
| FICA - CED HOLLOW | 319.59 | 2,353.37 | 4,000.00 |
| FICA - 1R | 165.40 | 1,193.62 | 2,000.00 |
| SOC SEC - ST LIBORY | 235.66 | 1,710.41 | 20,000.00 |
| FICA - NWHS | 878.13 | 6,967.54 | 10,000.00 |
| FOOD SERVICE RET - NON INSTR STAFF | 334.51 | 3,010.59 | 4,000.00 |
| RET - CED HOLLOW | 316.55 | 2,346.44 | 0.00 |
| RET - 1R | 159.22 | 1,149.50 | 2,500.00 |
| RET - ST LIBORY | 216.42 | 1,629.20 | 2,500.00 |
| RET - NWHS | 848.47 | 6,552.33 | 10,000.00 |
| FOOD SERV RET - INCR CONTR | 115.04 | 1,035.36 | 0.00 |
| RET - ADDL | 108.86 | 806.97 | 800.00 |
| RET - ADDL | 54.76 | 395.34 | 800.00 |
| RET - ADDL | 74.43 | 560.32 | 800.00 |
| RET - ADDL | 291.81 | 2,253.44 | 1,200.00 |
| INSERVICE LUNCH STAFF | 0.00 | 66.00 | 200.00 |
| MILEAGE LUNCH PROGRAM | 0.00 | 18.50 | 0.00 |
| REPAIRS / MAINT SERVICES | 3,488.08 | 7,963.19 | 5,000.00 |

**NORTHWEST PUBLIC SCHOOLS
LUNCH FUND
FOR THE MONTH ENDING 05/31/2023**

| | Monthly Activity | Year to Date Activity | Budget |
|-------------------------------|-------------------------|----------------------------------|---------------|
| SUPPLIES - C | 0.00 | 218.84 | 3,000.00 |
| SUPPLIES - 1R | 0.00 | 565.80 | 3,000.00 |
| SUPPLIES - SL | 0.00 | 565.80 | 3,000.00 |
| SUPPLIES - NWHS | 8,896.21 | 74,429.71 | 100,000.00 |
| FOOD - PROGRAM - CH | 6,542.94 | 58,304.11 | 75,000.00 |
| FOOD - PROGRAM - 1R | 3,379.85 | 28,977.15 | 45,000.00 |
| FOOD - PROGRAM - SL | 2,669.27 | 23,600.66 | 45,000.00 |
| FOOD - PROGRAM - C | 659.22 | 4,895.66 | 0.00 |
| FOOD - PROGRAM - NWHS | 4,754.38 | 59,459.85 | 130,000.00 |
| PURCH SERV - REP/MAINT - NWHS | 0.00 | 0.00 | 0.00 |
| SOFTWARE - WEB - NWHS | 0.00 | 4,645.08 | 6,200.00 |
| MISCELLANEOUS - NWHS | 0.00 | 420.59 | 10,000.00 |
| TOTAL EXPENDITURE | \$70,310.24 | \$597,792.67 | \$850,000.00 |

**NORTHWEST PUBLIC SCHOOLS
ACTIVITY FUND
FOR THE MONTH ENDING 05/31/2023**

| <u>Chart of Account Description</u> | <u>Beginning Balance</u> | <u>Expenses</u> | <u>Revenues</u> | <u>Balance</u> |
|-------------------------------------|--------------------------|-----------------|-----------------|----------------|
| ATHLETIC HALL OF FAME | (165.91) | 0.00 | 0.00 | (165.91) |
| BAND | 6,727.64 | 1,552.00 | 6,679.90 | 11,855.54 |
| CLASS OF 2026 | (0.00) | 0.00 | 0.00 | (0.00) |
| CLASS OF 2025 | 60.00 | 0.00 | 15.00 | 75.00 |
| CLASS OF 2024 | 1,248.47 | 176.83 | 15.00 | 1,086.64 |
| CLASS OF 2023 | 4,375.70 | 398.00 | 95.00 | 4,072.70 |
| CONCESSIONS | 38,339.12 | 2,810.88 | 2,241.25 | 37,769.49 |
| MEDIA | 1,190.44 | 25.00 | 329.40 | 1,494.84 |
| DRAMA | 2,173.10 | 0.00 | 0.00 | 2,173.10 |
| FBLA | 7,869.30 | 0.00 | 516.00 | 8,385.30 |
| FCA | 1,513.76 | 0.00 | 0.00 | 1,513.76 |
| FFA | 22,675.51 | 2,547.95 | 1,253.00 | 21,380.56 |
| FCCLA | 1,045.93 | 124.92 | 743.01 | 1,664.02 |
| MARKETING CLASS | 207.62 | 8.41 | 20.00 | 219.21 |
| FOREIGN LANG CLUB | 148.60 | 0.00 | 0.00 | 148.60 |
| NAT HONOR SOCIETY | (1,516.84) | 353.52 | 24.00 | (1,846.36) |
| YEARBOOK | 27,058.72 | 0.00 | 1,575.00 | 28,633.72 |
| SAGA | 1,286.77 | 0.00 | 0.00 | 1,286.77 |
| STUDENT COUNCIL | 2,085.55 | 0.00 | 0.00 | 2,085.55 |
| CHEERLEADERS | (3,165.47) | 0.00 | 12,709.22 | 9,543.75 |
| DANCE TEAM | 8,473.43 | 2,020.88 | 4,900.00 | 11,352.55 |
| SPED BUSINESS | 1,662.28 | 0.00 | 77.00 | 1,739.28 |
| VOCAL MUSIC | 12,884.48 | 119.00 | 0.00 | 12,765.48 |
| CONSTRUCTION HOUSE | (129,694.46) | 26,351.48 | 0.00 | (156,045.94) |
| HONORS | 1,261.49 | 0.00 | 385.00 | 1,646.49 |
| SHOW CHOIR | 70,440.00 | 6,555.26 | 11,510.96 | 75,395.70 |
| DONATION | 94,784.05 | 0.00 | 31,105.90 | 125,889.95 |
| TECHNOLOGY | 134,250.45 | 8,274.90 | 1,572.00 | 127,547.55 |
| GENERAL ACTIVITIES | (42,663.00) | 3,716.83 | 6,925.90 | (39,453.93) |
| MEMORIALS / GIFTS | 18,239.37 | 0.00 | 0.00 | 18,239.37 |
| COMMUNITY/PROMOTION | (4,665.16) | 0.00 | 253.63 | (4,411.53) |
| CCC TUITION | 61,373.13 | 0.00 | 15,600.00 | 76,973.13 |
| SCHOOL STORE | 19,869.79 | 790.12 | 732.85 | 19,812.52 |
| VIDEO DISPLAY SIGN | 1,324.00 | 0.00 | 0.00 | 1,324.00 |
| IND ARTS ST PROJECTS | 11,614.78 | 0.00 | 30.00 | 11,644.78 |
| GREENHOUSE | 6,930.89 | 0.00 | 1,584.00 | 8,514.89 |
| RESTITUTION | 39,650.00 | 0.00 | 0.00 | 39,650.00 |
| SILLS USA | (825.27) | 0.00 | 0.00 | (825.27) |
| SPEECH | (35.36) | 0.00 | 0.00 | (35.36) |
| HS COURTESY COMMITTEE | 140.00 | 0.00 | 0.00 | 140.00 |
| BOWLING | 122.00 | 0.00 | 0.00 | 122.00 |
| MUSICAL | 54,053.67 | 1,000.00 | 0.00 | 53,053.67 |
| WELLNESS PROGRAM | 9,056.49 | 0.00 | 366.84 | 9,423.33 |
| ATHLETIC TRAINERS | (2,844.21) | 0.00 | 0.00 | (2,844.21) |
| COMPUTER LEASE PROGRAM | 23,402.58 | 34,012.90 | 2,731.18 | (7,879.14) |
| ROBOTIKS | (183.10) | 0.00 | 0.00 | (183.10) |
| ESPORTS | 5,365.29 | 0.00 | 0.00 | 5,365.29 |
| POST PROM | 8,155.88 | 0.00 | 0.00 | 8,155.88 |

| | | | | |
|------------------------------|-------------------|-------------------|-------------------|-------------------|
| CEDAR HOLLOW STUDENT COUNCIL | 2,096.06 | 0.00 | 0.00 | 2,096.06 |
| CEDAR HOLLOW ACTIVITIES | 6,912.32 | 0.00 | 0.00 | 6,912.32 |
| 1R ACTIVITIES | 5,615.99 | 0.00 | 405.00 | 6,020.99 |
| ST LIBORY ACTIVITIES | 6,606.88 | 1,373.38 | 887.00 | 6,120.50 |
| CH DC FUNDRAISER | 0.00 | 0.00 | 0.00 | 0.00 |
| VIKING CARE FUND | 1,659.34 | 0.00 | 0.00 | 1,659.34 |
| WEIGHT ROOM | (28,217.77) | 0.00 | 0.00 | (28,217.77) |
| LOCKWOOD | (185.98) | 0.00 | 0.00 | (185.98) |
| CAPITAL CAMPAIGN | 4,363.25 | 0.00 | 0.00 | 4,363.25 |
| FOOTBALL | (43,781.42) | 3,922.04 | 20.00 | (47,683.46) |
| FB FUNDRAISING | 8,451.50 | 100.85 | 0.00 | 8,350.65 |
| FB FUNDRAISING PARENTS | 10,280.00 | 0.00 | 0.00 | 10,280.00 |
| SOFTBALL | (10,307.20) | 1,098.89 | 0.00 | (11,406.09) |
| SB FUNDRAISING | 8,313.08 | 0.00 | 0.00 | 8,313.08 |
| VOLLEYBALL | 4,548.37 | 0.00 | 0.00 | 4,548.37 |
| VB FUNDRAISING | 8,038.41 | 0.00 | 0.00 | 8,038.41 |
| GOLF | (8,102.18) | 525.00 | 160.00 | (8,467.18) |
| GOLF - FUNDRAISING | 8,939.42 | 1,080.00 | 670.00 | 8,529.42 |
| WRESTLING | (12,148.95) | 145.00 | 0.00 | (12,293.95) |
| G WR - FUNDRAISING | 1,300.00 | 0.00 | 0.00 | 1,300.00 |
| WR - FUNDRAISING | 3,014.83 | 0.00 | 0.00 | 3,014.83 |
| BOYS BASKETBALL | 2,438.66 | 199.39 | 0.00 | 2,239.27 |
| BBB - FUNDRAISING | 5,508.08 | 2,127.72 | 0.00 | 3,380.36 |
| NUGGETS | 972.88 | 0.00 | 0.00 | 972.88 |
| GIRLS BASKETBALL | 1,941.03 | 0.00 | 542.00 | 2,483.03 |
| GBB - FUNDRAISING | 14,168.32 | 0.00 | 0.00 | 14,168.32 |
| GBB - VALOR | 3,118.01 | 0.00 | 0.00 | 3,118.01 |
| SOCCER | (1,592.28) | 1,989.70 | 2,827.00 | (754.98) |
| B SOCCER - FUNDRAISING | 2,496.59 | 0.00 | 0.00 | 2,496.59 |
| G SOCCER - FUNDRAISING | 4,486.16 | 0.00 | 125.00 | 4,611.16 |
| TRACK | (165.41) | 10,522.99 | 105.00 | (10,583.40) |
| TRACK - FUNDRAISING | 4,575.26 | 0.00 | 0.00 | 4,575.26 |
| CROSS COUNTRY | (4,466.47) | 0.00 | 20.00 | (4,446.47) |
| CC - FUNDRAISING | 1,966.81 | 0.00 | 0.00 | 1,966.81 |
| MIDDLE SCHOOL ATHLETICS | (1,452.16) | 6,427.64 | 738.00 | (7,141.80) |
| ATHLETICS | 14,065.58 | 1,319.00 | 200.00 | 12,946.58 |
| SUMMER CAMPS | 13,402.01 | 95.00 | 14,145.90 | 27,452.91 |
| | 554,160.52 | 121,765.48 | 124,835.94 | 557,230.98 |

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

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

Exceptions are permitted only for:

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

Part-Time Enrollment of Non-Public School Students

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

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

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

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

A. Non-Public School Student Enrollment Application Procedures.

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

B. Non-Public School Student Admission

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

C. Non-Public School Student Enrollment Standards

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

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except

where appropriate to reflect their part-time status.

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

9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526
LB 705, § 75
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: February 12, 2018, Revised 6-12-2023

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend Northwest Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Northwest Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline (Choose one or modify as desired):**Option 1 (Waiver unless at capacity):**

The application deadline will be waived by the School District for applications to option into the Northwest Public School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before the April 1st immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in

the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School District determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Northwest Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third, children of Northwest Public Schools employees (when feasible capacity numbers in a grade level may be exceeded to allow acceptance of these students), and (4) Fourth, to those without an option student sibling in attendance at Northwest Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

E. Releases for Options Out

A request for release of a resident student of the Northwest Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Northwest Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Northwest Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Northwest Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student

on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Northwest Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: February 12, 2018 Revised: August 12, 2019, June 12, 2023

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, 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.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. 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.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon 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 will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will 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.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school.

The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
 3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the

hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen 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 Principal or the Principal’s 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 provided by the Principal or the Principal’s designee 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 may with proper consent, upon such return, be evaluated by the school for possible disabilities and may 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.

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

- 4. **Emergency Exclusion:** A student may be excluded from school in the following circumstances:
 - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or 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 described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

- 5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from

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

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, 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, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or

engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. 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
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. 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.

For purposes of this policy, 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.

- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Clothing or jewelry that is gang related.
 - h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student

- informs other students in a later section of the questions that appear on the test.
- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to

copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
- (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing 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.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). 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 lap top 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).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) 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. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic 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 his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic 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, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. 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:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(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.

e. 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.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be

reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the

decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. 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.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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 official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

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

Date of Adoption: August 13, 2018

Revision: June 12, 2023

StudentsAlternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration may offer the student an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend the alternative program.

A. ALTERNATIVE EDUCATION PROGRAM:

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program, or if a student declines to participate in the alternative education program, the following procedures shall be followed:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,

(b) Identify educational objectives that must be achieved in order to receive credits toward graduation,

(c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and

d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference: Neb. Rev. Stat. Sec. 79-266
 NDE Rule 17

Date of Adoption: August 27, 2007 Revision: June 12, 2023

SECTION 79-266(2) PLAN

Student: _____

Date and Participants: _____
(List parent or legal guardian, school representative, and community or agency representative)

(a) **Guidelines and Consequences for Behaviors**

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) **Educational Objectives**

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) **Financial Resources and Community Programs Available**

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) **Monthly Reviews & Other**

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this _____ day of _____, 20___, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by _____
[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

StudentsExtracurricular Activity - Grounds for Suspension

This policy is supplemental to the Northwest Public Schools policy entitled Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment, and any action taken hereunder may be in addition to any action under said policy.

The following conduct shall constitute grounds for suspension from practices, participation in interscholastic competition, or other participation in co-curricular activities and competitions, when such conduct occurs on school grounds or during an educational function, or event off school grounds, or in a school vehicle, or at anytime during the school year, and also includes the time frame which begins with the official starting day of the fall co-curricular activity season as established by the NSAA and extends to the last day of the spring co-curricular activity season as established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

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 substance, 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 as defined in Nebraska statutes, except that this subdivision shall apply only to students at least twelve (12) years of age but less than nineteen (19) years of age.
 14. Repeated violation of any of the rules adopted by the School District or the school.
 15. Engaging in any unlawful activity as determined by 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 Northwest Public Schools buses.
 18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon.
 19. 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.
 20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
 21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
 22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
 23. All other reasonable rules or regulations adopted by the coach or supervisor of a co-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the beginning of the season.
 24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

School officials shall use as their guide, but are not limited to, the following guidelines for administering consequences for Chemical Use violations. The following consequences are in addition to ones that may be administered by established state statutes and local school policies

1. Consequences for First Violation may include:

- a. Northwest High School will require the student to participate in a professional evaluation and follow up with recommendations that are provided by the evaluation

- professionals at the parent's expense. A release of information to school officials will be signed when evaluation occurs.
- b. An alcohol/drug education program endorsed by the school at the parent's expense.
 - c. A tobacco education/secession program endorsed by the school at the parents expense.
 - d. A fifteen (15)-calendar day suspension from all activities will be enforced from the date established by school officials. All activities may include school dances, attending school events, etc.. Suspension days may or may not be served consecutively. (Example: Seven days may be served at the end of one season and the remainder of the suspension days may be served at the beginning of the next activity season and/or the student's next event.)
 - e. If the student chooses not to comply and/or successfully complete any of the aforementioned consequences that were specifically assigned, a sixty (60) calendar day suspension from all activities will be enforced. The beginning date of such a suspension will begin when such failure to comply is verified by school officials and/or when the athletes' next activity session begins.
 - f. The student(s) involved in a school sponsored activity at the time of the reported violations may be required to participate in, and/or attend all practice sessions during the time of suspension. They may also be required to attend their scheduled activity.
- 2. Consequences for Second Violation may include:**
- a. Same consequences as First Violation except a thirty (30) calendar day suspension from all activities will be enforced from the date established and if the student chooses not to comply and/or successfully complete any of the aforementioned consequences a one hundred twenty (120) calendar day suspension from all activities will be enforced.
- 3. Consequences for Third Violation may include:**
- a. Student will no longer be eligible to participate in any Northwest activity for the remainder of their attendance in the Northwest School District.
 - b. Student may regain eligibility only by successfully completing a one activity year suspension from all activities and by successfully completing any required educational and/or treatment recommendations at the family's expense. An application for eligibility reinstatement will then be completed by the student and then offered for review by a panel consisting of the Activities Director, Principal and involved activity sponsor(s). If rewarded with eligibility, student will remain on probation for the remainder of their attendance within the Northwest School District.
- 4. Additional consequences may include:**
- a. Removal of letter(s).
 - b. Ineligibility for accolades. These may include, but not be limited to; post season honors, preseason recognition, all-star nominations, honor selections.
 - c. Removal of offices and/or positions held within activities.
 - d. Additional consequences specifically designated by activity sponsor, coach and approved by activity director and/or principal.
- 5. Consequences shall be cumulative for grades 9-12 regardless of attendance center.**

Students may be suspended by the principal or designee from practices or participation in interscholastic competition or participation in co-curricular activities for violation of rules and standards of behavior adopted by the Northwest Public Schools Board of Education or the administrative staff of the school.

The following procedures shall be followed with regard to suspension:

1. The party considering the suspension shall make a reasonable investigation of the facts and circumstances. In addition, 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 purpose.
2. Prior to commencement of the 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.
3. The student shall be afforded the opportunity to explain the student's version of the facts to the person making the suspension decision.
4. Within twenty-four (24) hours or such additional time as is reasonably necessary following suspension, the principal or designee shall send a written statement to the student, student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity shall be afforded the student, parents, or guardian of the student to confer with regard to the matter with the principal or administrator ordering the suspension.
6. If the student or student's parents/guardian are not satisfied with the determination, an informal hearing may be requested before the superintendent. A form or a request for hearing must be signed by such parties and delivered to the superintendent in person or by registered or certified mail. This request must be received by the building principal within five (5) days of receiving notice of suspension.
7. If a hearing is requested, it shall be held within ten (10) days of the request and a notice of the time and place of the hearing will be given to the participants, and parents or guardian within five (5) days of receiving the request. The notice shall contain an outline of the alleged infraction. There shall be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days. The statement of finding of fact and decision will be mailed to the

participant, parents or guardian. A record of the hearing shall be kept by the school.

7. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage provided herein.

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

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

Date of Adoption: August 27, 2007

Revision: February 12, 2018, June 12, 2023

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2021;
- Mathematics standards that were approved by the State Board in September, 2022;
- Science standards that were adopted by the State Board in September, 2017; and
- Social Studies standards that were adopted by the State Board in November, 2019.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. Sections 79-760 to 79-760.05

Date of Adoption: August 13, 2018

Revision: June 12, 2023

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference: Neb. Rev. Stat. Sections 79-2,101 to 79-2,102
Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Sections 28-311.06 to 28-311.07

Date of Adoption: July 11, 2016 Revision: June 12, 2023

InstructionSpecial Education

Northwest Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities, through the age of twenty-one, have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to

publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

6. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, through the age of twenty-one, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services

cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

8. Procedural Safeguards

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

9. Disciplinary Removal of Children with Disabilities

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. The school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement has occurred. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school district, the parent, and relevant members of the student’s IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student’s disability, any change of placement for the student will only be made by a student’s IEP team. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

10. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The

District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

11. Confidentiality of Personally Identifiable Information

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

12. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

13. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

14. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

15. Accessibility of IEP and Responsibility to Implement

A child's IEP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP's implementation. Each of the aforementioned providers shall be informed of his or her specific responsibilities related to implementing the child's IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP according to its terms.

16. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

17. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

18. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

19. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

20. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

21. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

22. Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

23. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: July 13, 2015 Revision: June 13, 2022, June 12, 2023

InstructionFirearm Policy

It shall be the policy of the Northwest Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms 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 corp, peace officers, off duty cops, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is 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 a firearm exposed.

Any unlawful use or possession of a firearm, including concealed firearms, 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 otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04

Date of Adoption: August 27, 2007

Revision: June 12, 2023

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Northwest School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after 5 ballots, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
 - a. President
 - b. Vice President

- c. Treasurer
 - d. Secretary
4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Recording Secretary of the BOE
 - b. Consider, discuss and take action to select Legal counsel
 - c. Consider, discuss and take action to elect Committees as determined by the BOE
 - d. Consider, discuss and take action to select Depository bank(s)
 - e. Consider, discuss and take action to select District newspaper(s) of record
 5. Approval of current Board policies and regulations
 6. Designate date for the annual review of BOE policies
 7. Dissemination to each Board member of conflict of interest statutes
 8. Adjournment

Date of Adoption: September 11, 2017

Revision: June 12, 2023

Community RelationsUse of School Facilities: Student Groups

1. Access by Youth Organizations. The District will allow, upon request, a representative of a recognized youth organization to provide: (1) oral or written information to students regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship; and (2) services and activities to any student who is a member of such youth organization. A “recognized youth organization” is limited to those group listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization will be permitted to provide information at school at least once during each school year. The administration will make a good faith effort to find a mutually agreeable date, time, and location for each requesting youth organization, though the administration shall have the ultimate authority to select the date, time, and location for any requesting youth organization. Under no circumstances will any requesting youth organization be permitted to provide oral information to students during instructional time, unless previously approved by the Superintendent or Superintendent’s designee. Every representative from a requesting youth organization must submit to, at the organization’s cost, a background check. The Superintendent or Superintendent’s designee may refuse to allow an individual to be on school grounds if the individual’s background check discloses a prior felony conviction or if, in the Superintendent’s discretion, the background check otherwise reveals concerns about student safety. Nothing in this Paragraph preempts or undermines any provision of the District’s Parental Involvement Policy.

2. Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

3. Equal Access to Outside Groups Meeting at School. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall make that opportunity available to other similarly situated groups. The administration shall in all respects maintain the District in compliance with the Equal Access Act.

Legal Reference: 20 U.S.C. Section 4071-4074 (Equal Access Act)
20 U.S.C. Sec. 7905 (Boy Scouts of America Equal Access Act) & 34
CFR Part 108
LB 705, § 126.

Date of Adoption: [Insert Date]

StudentsCollection of Information Relating to Dyslexia

The District will collect and maintain the following information relating to dyslexia during each school year:

- (1) Testing for a specific learning disability in the area of reading, including tests that identify characteristics of dyslexia and the results of such tests;
- (2) The number of students identified as having a reading issue, including dyslexia, pursuant to the assessment administered under the Nebraska Reading Improvement Act and Policy 6213;
- (3) The number of students identified in Paragraph (2) that have shown growth on the measure used to identify the reading issue; and
- (4) All other data required by law and/or the District's special education obligations.

By July 1st of each year, the District will provide the Nebraska State Department of Education with information collected about dyslexia, as requested by the Department.

Any student or parent/guardian with questions or concerns about dyslexia are encouraged to contact the District's Director of Special Education.

Legal Reference: LB 298 (2023)

Date of Adoption: June 12, 2023

InstructionSeizure Safe Schools

Each school building will have a “seizure action plan” if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student’s parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dosage;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: Neb. Statute 79-3201 to 3207

Date of Adoption: June 12, 2023

**Northwest Public Schools
May 1-31st Option Enrollment Request Summary**

2022-23

| NWHS | | | | | Cedar Hollow | | | | | 1R | | | | | St Libory | | | | |
|-------|----|-----|-----------|-------|--------------|----|-----|-----------|-------|-------|----|-----|-----------|-------|-----------|----|-----|-----------|-------|
| | In | Out | Total Opt | Total | | In | Out | Total Opt | Total | | In | Out | Total Opt | Total | | In | Out | Total Opt | Total |
| 9 | | | 133 | 166 | K | | | 28 | 41 | K | | | 11 | 20 | K | | | 11 | 17 |
| 10 | | | 134 | 169 | 1 | | | 26 | 40 | 1 | | | 7 | 20 | 1 | | | 7 | 20 |
| 11 | | | 124 | 155 | 2 | | | 22 | 37 | 2 | | | 8 | 19 | 2 | | | 11 | 18 |
| 12 | | | 151 | 196 | 3 | | | 29 | 43 | 3 | | | 14 | 21 | 3 | | | 14 | 21 |
| Total | 0 | 0 | 542 | 686 | 4 | | | 25 | 38 | 4 | | | 11 | 20 | 4 | | | 10 | 21 |
| | | | | | 5 | | | 25 | 37 | 5 | | | 9 | 21 | 5 | | | 10 | 19 |
| | | | | | 6 | | | 31 | 44 | 6 | | | 17 | 24 | 6 | | | 13 | 20 |
| | | | | | 7 | | | 28 | 42 | 7 | | | 13 | 23 | 7 | | | 13 | 20 |
| | | | | | 8 | 0 | 0 | 32 | 43 | 8 | | | 10 | 21 | 8 | | | 8 | 13 |
| | | | | | Total | 0 | 0 | 246 | 365 | Total | 0 | 0 | 100 | 189 | Total | 0 | 0 | 97 | 169 |

2022-23 Combined Total In - 0
2022-23 Combined Total Out - 0

2023-24

| NWHS | | | | | Cedar Hollow | | | | | 1R | | | | | St Libory | | | | |
|-------|----|-----|-----------|-------|--------------|----|-----|-----------|-------|-------|----|-----|-----------|-------|-----------|----|-----|-----------|-------|
| | In | Out | Total Opt | Total | | In | Out | Total Opt | Total | | In | Out | Total Opt | Total | | In | Out | Total Opt | Total |
| 9 | 3 | | 102 | 179 | K | | | 40 | 40 | K | | 1 | 16 | 16 | K | | | 7 | 7 |
| 10 | 2 | | 15 | 181 | 1 | 1 | | 4 | 45 | 1 | | | | 20 | 1 | | | | 17 |
| 11 | | | 4 | 175 | 2 | | | 5 | 47 | 2 | 2 | | 6 | 26 | 2 | | | | 20 |
| 12 | | | 2 | 160 | 3 | 2 | | 6 | 45 | 3 | 1 | | 2 | 21 | 3 | | | 1 | 19 |
| Total | 5 | 0 | 123 | 695 | 4 | | | | 43 | 4 | | | 1 | 22 | 4 | | | | 21 |
| | | | | | 5 | 3 | | 3 | 43 | 5 | 1 | | 4 | 24 | 5 | | | 1 | 22 |
| | | | | | 6 | 1 | | 11 | 52 | 6 | | | 6 | 28 | 6 | | | 1 | 20 |
| | | | | | 7 | | | | 46 | 7 | 1 | | 1 | 25 | 7 | | | | 20 |
| | | | | | 8 | 1 | | 1 | 42 | 8 | | | | 23 | 8 | 1 | | 1 | 20 |
| | | | | | Total | 8 | 0 | 70 | 403 | Total | 5 | 1 | 36 | 205 | Total | 1 | 0 | 11 | 166 |

2023-24 Combined Total In - 19
2023-24 Combined Total Out - 1

Enrollment in PS

| | 9/7 | 10/7 | 11/7 | 12/6 | 1/3 | 2/7 | 3/3 | 4/3 | 5/1 | 6/5 |
|--------------|------|------|------|------|------|------|------|------|------|------|
| Northwest | 703 | 703 | 702 | 698 | 698 | 692 | 690 | 689 | 686 | 686 |
| Cedar Hollow | 378 | 378 | 377 | 376 | 377 | 375 | 375 | 374 | 374 | 365 |
| 1R | 190 | 190 | 190 | 190 | 190 | 190 | 190 | 190 | 190 | 189 |
| St. Libory | 166 | 168 | 171 | 173 | 171 | 169 | 169 | 169 | 169 | 169 |
| Preschool | 18 | 19 | 19 | 20 | 20 | 20 | 20 | 20 | 20 | 19 |
| Totals | 1455 | 1458 | 1459 | 1457 | 1456 | 1446 | 1444 | 1442 | 1439 | 1428 |

Thank you so much for
the beautiful lamp and the
recognition at the year end
breakfast. I was very fortunate
to have worked for Northwest
High School for 33 years!

Philip Galvan