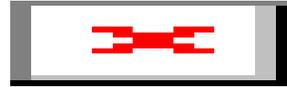


Board of Education Regular Meeting  
Monday, June 10, 2024 7:00 PM  
High School  
2710 N. North Rd  
Grand Island, NE 68803



1. Welcome and Recognize Open Meetings Act
2. Consent Agenda
  - 2.1. Notice of Meeting
  - 2.2. Board Meeting Minutes
  - 2.3. Board Claims
  - 2.4. Treasurer's Reports
3. Audience with individuals or committees wishing to make requests or reports
4. Report of Committees
5. Discussion Items
6. Action Items
  - 6.1. Discuss, consider, and take necessary action for revision of board policies 1050, 3130, 3140, 3571, 4141, 5006, 5008, 5101, 5201, 5205, 6700, 8240, 8342, and 8346.
  - 6.2. Discuss, consider, and take necessary action on new board policies 3241, 5013, and 6111.
  - 6.3. Renew resolution to coop baseball with GIPS, GICC and Heartland Lutheran.
  - 6.4. Review, discuss and take possible action on the bid for a videoboard/scoreboard for Rosencrants Gym.
7. Superintendent's Report
  - 7.1. Legislative update.
  - 7.2. Option Transfer Enrollment Summary May 2024

8. Adjourn

9. Mission Statement

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

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

**NORTHWEST PUBLIC SCHOOLS  
Board of Education Regular Meeting  
Monday May 13, 2024, 7:00 PM  
Northwest High School Board Room**

Attendance was taken at 7:00 PM

Present: Aaron Buhrman, Daniel Leiser, Zach Mader, Robin Schutt

Absent: Paul Mader, Artie Moeller

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

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

Jason Harb, John Hadenfeldt, Ed Kinne, Stephen Spiehs and Tamara Nelson, all High School Industrial Tech/Ag Teachers, presented to the Board regarding their Professional Learning Community. They discussed intervention time, testing, standards and how they use their PLC time.

Paul Mader arrived at 7:42 PM.

The Policy Committee needs to meet. Dr. Edwards will send out dates for them to schedule a meeting prior to the next meeting.

Aaron Buhrman made a motion to accept the contracts for new certified staff with Kay Carpenter and Ashlin Johnson. The motion was seconded by Zach Mader and passed with all members voting yes.

Zach Mader made a motion to accept certified staff resignations from Stacie Loeffelholz and Kelli Wemhoff effective at the end of the 2023-24 school year. The motion was seconded by Paul Mader and passed with all members voting yes.

Paul Mader made a motion to approve the resolution to continue the cooperative agreement with GICC for boy's tennis. Aaron Buhrman seconded the motion and all present members voted yes.

Zach Mader made a motion to approve the videoboard and sound system for \$260,286 for the field, to table the indoor board in Rosencrant's Gymnasium for \$130,000 and authorize Dr. Edwards to continue selling advertisements and sign documents. This motion was seconded by Robin Schutt. The motion passed.

The Superintendent's Report included the following items:

- Legislative update
- Option/Transfer Enrollment Summary April 2024
- Recognize the Northwest High School Class of 2024 Top 15%

Leiser adjourned the meeting at 8:26 PM.

**INVOICES SUBMITTED FOR PAYMENT**

JUNE 10, 2024

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
<b>Checking</b>	<b>1</b>	<b>Fund: 01</b>	<b>GENERAL FUND</b>
145831	ACCO BRANDS USA LLC	SUPPLIES	1,730.83
145832	ACE HARDWARE	SUPPLIES	258.98
145833	ALMQUIST, MALTZAHN, GALLOWAY & LUTH	ACCOUNTING SERVICES	476.00
73610	AMAZON CAPITAL SERVICES INC	SUPPLIES	3,785.50
145834	AMPLIFY EDUCATION INC	SUPPLIES	18,001.44
73611	APPLE INC	EQUIPMENT	5,995.00
145835	AURORA CO-OP	GASOLINE/PROPANE	686.24
73612	AWARDS PLUS	SUPPLIES/ENGRAVING	33.45
145836	B&H PHOTO-VIDEO	SUPPLIES	847.58
73614	BOSSELMAN PUMP & PANTRY INC	GAS & OIL	1,468.21
145837	BOWEN, BROOKE	REIMBURSEMENT	73.97
73617	BRIGHTARROW TECHNOLOGIES INC	MESSAGING HUB	4,496.25
145838	CALLIHAN, HEATHER	REIMBURSEMENT	214.40
73618	CENTRAL COMMUNITY COLLEGE - GRAND ISLAND	ENTRY FEE	324.00
73619	CENTRAL NE BOBCAT	GROUNDS UPKEEP	68.46
145839	CENTRAL NEBRASKA REHABILITATION SERVICES	CONTRACTED SERVICES	10,193.74
73620	CENTURYLINK	PHONE	200.00
73621	CHARTER COMMUNICATIONS	INTERNET	787.59
73622	CITY OF GRAND ISLAND UTILITIES	ELECT/WATER/SEWER	30,400.00
73623	CLASS INTERCOM	SUBSCRIPTION	1,550.00
73624	CLEARFLY	PHONE BILL	2,000.00
145840	COMPUTER CONCEPTS	SUPPLIES/EQUIPMENT	79.90
145841	CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	52.01
73625	CULLIGAN	SALT & RENT	26.00
145842	DAS STATE ACCTG - CENTRAL FINANCE OCIO	TELEPHONE SERVICE	340.90
145843	EDWARDS, JEFFREY	MILEAGE/EXP REIMBURSEMENT	79.27
73626	EGAN SUPPLY CO	SUPPLIES	9,398.92
73627	ENCK, HEATHER	PARENT MILEAGE	119.10
73628	ESU #10	SUPPLIES/REPAIRS/INSERVICE	10,828.87
145844	FATHER FLANAGAN'S BOYS' HOME	TUITION	14,855.40
73629	FIRST NATIONAL BANK OF OMAHA	SUPPLIES	60.87
73630	FIRST NATIONAL BANK OF OMAHA	SUPPLIES	99.00
73631	FIRST NATIONAL BANK OF OMAHA	INSERVICE / SUPPLIES	45.75
145845	GIBSON, BRIAN	REIMBURSEMENT	383.52
73632	GRAGG, SAMANTHA	MILEAGE REIMBURSEMENT	32.16
73633	GREAT MINDS PBC	BOOKS AND SUPPLIES	4,523.50

**INVOICES SUBMITTED FOR PAYMENT**

JUNE 10, 2024

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
73634	GRONE'S OUTDOOR POWER	SUPPLIES	27.11
73635	HD SUPPLY FACILITIES MAINTENCE LTD	SUPPLIES	2,250.25
73636	HEARTLAND ROOFING CONSULTANT	ROOFING CONSULTANT FEES	875.00
145846	HERZBERG, MICHAEL	REIMBURSEMENT	97.52
73637	HIGHLAND PARK	GROUNDS	65.00
145847	HOLIDAY EXPRESS	TRANSPORTATION	27,910.60
145848	HOMETOWN LEASING	COPIER LEASE PYMT	842.62
73638	HONEYWELL	CONTRACT SERVICES	33,784.97
73639	HOPKINS, CHRYSYAL	MILEAGE REIMBURSEMENT	141.50
145849	HORAK, SHEILA	CONTRACTED SERVICES	2,927.34
73640	HVVEE ACCOUNTS RECEIVABLE	INSERVICE\SUPPLIES	331.82
73641	ISLAND SUPPLY & WELDING CO	SUPPLIES/REPAIRS	70.80
73642	KANSAS CITY AUDIO - VISUAL INC	DISPLAY	1,377.00
145850	KELLY SUPPLY COMPANY	SUPPLIES	43.21
145851	KERR, CINDY	MILEAGE REIMBURSEMENT	123.21
145852	KUCK, AMBER	EXP REIMBURSEMENT	59.75
73643	KULLY PIPE & STEEL SUPPLY	SUPPLIES	166.69
145853	LEPANT, JAMIE	REIMBURSEMENT	37.79
73644	LOUP VALLEY LIGHTING, INC	BUILDING UPKEEP	1,038.68
145854	MCCULLA, FRANCIS	MILEAGE/SUPPLIES REIMBURSEMENT	4.98
73645	MENARDS	SUPPLIES/EQUIPMENT	2,114.28
145855	MEYER, TIMOTHY	REIMBURSEMENT	113.23
145856	MID NEBRASKA DISPOSAL INC	GARBAGE SERVICE	1,604.00
73646	MIDWEST ALARM SERVICES	ALARM SERVICE	384.84
145857	MIDWEST CONNECT LLC	POSTAGE	500.00
73647	MIDWEST GRADS	GRADUATION SUPPLIES	2,189.35
73648	MONTANEZ, ARISTA	MILEAGE REIMBURSEMENT	62.71
145858	MOSER, MARTIN	REIMBURSEMENT	52.87
73649	NACIA	DUES	40.00
73651	NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS	REGISTRATION	919.00
73652	NORTHWEST ACTIVITY FUND	REIMBURSEMENT	500.00
145859	NORTHWEST EVALUATION ASSOCIATION	CURRICULUM MAPS	5,462.50
73653	NORTHWESTERN ENERGY	UTILITIES	675.76
145860	O'BOYLE, MELANIE	REIMBURSEMENT	10.72
73654	O'HARA PLUMBING	SERVICES	626.00
73655	OLSEN, SARA	REIMBURSEMENT	40.00
73656	PAPER TIGER	SHREDDING	62.00
145861	PEACHJAR INC	TECHNOLOGY	1,092.00

**INVOICES SUBMITTED FOR PAYMENT**

JUNE 10, 2024

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
73657	PINNACLE BANK	SUPPLIES/INSERVICE	254.06
73658	PINNACLE BANK	SUPPLIES/INSERVICE	16.87
73659	PINNACLE BANK	SUPPLIES/INSERVICE	49.38
73660	PINNACLE BANK	SUPPLIES/INSERVICE	786.06
73661	PINNACLE BANK	SUPPLIES/INSERVICE	703.25
73662	PINNACLE BANK	SUPPLIES/INSERVICE	119.05
73663	PINNACLE BANK	SUPPLIES/INSERVICE	2,489.13
73664	PINNACLE BANK	SUPPLIES/INSERVICE	685.32
73665	PINNACLE BANK	SUPPLIES/INSERVICE	50.72
73666	PLATTE VALLEY COMMUNICATIONS	SUPPLIES	93.71
145862	PROKESH, JUNE	SUPPLIES	52.93
73667	R & L SPRINKLER	REPAIRS	934.44
73668	RENTOKIL NORTH AMERICA INC DBA PRESTO-X	CONTRACT SERVICE	939.55
145863	RETZLAFF, TARA	REIMBURSEMENT	52.87
73669	RINDER PRINTING	PRINTING/SUPPLIES	997.27
73670	SAAT'S FLOORING	CONTRACTOR	1,039.50
73671	SAM'S CLUB MC/SYNCB	SUPPLIES	386.84
145864	SCENARIO LEARNING LLC DBA VECTOR SOLUTIONS	TEACHPOINT	3,899.00
145865	SCHOOLPASS INC	SUBSCRIPTION	4,450.00
145866	SMITH, PAUL	REIMBURSEMENT	52.87
145867	SOUTHERN PUBLIC POWER DISTRICT	ELECTRICTY	3,280.45
73672	SPORT SAFE TESTING SERVICE INC	SUBSTANCE ABUSE TESTING	2,880.00
73673	STELLING BRASS & WINDS	REPAIRS	562.50
73674	SUPER SAVER	SUPPLIES	139.55
73675	TILLEY SPRINKLER SYSTEMS	SERVICE/REPAIRS	109.45
73676	TURF PRO LANDSCAPING	GROUNDS UPKEEP	1,125.00
73677	UNK ACADEMIC ADVISING AND CAREER DEVELOPMENT	REGISTRATION	150.00
73678	VERIZON WIRELESS	CELLULAR PHONE	276.07
73679	WALMART	SUPPLIES/EQUIPMENT	224.82
73680	WEST MUSIC	SUPPLIES	359.76
73681	WHITEFOOT MARKET INC	INSERVICE	2,660.00
73682	WIECK, MARK	MILEAGE	254.24
73683	WINSUPPLY GRAND ISLAND NE CO	SUPPLIES	671.63
145868	WISSING, TAMI	REIMBURSEMENT	66.00
73684	YANDA'S MUSIC & PRO AUDIO	SUPPLIES	120.00
<b>Fund Total:</b>			<b>244,074.20</b>
<b>Checking</b>	<b>2</b>	<b>Fund: 02 DEPRECIATION FUND</b>	
73685	GREAT MINDS PBC	BOOKS AND SUPPLIES	130,946.41

INVOICES SUBMITTED FOR PAYMENT

JUNE 10, 2024

<u>Check #</u>	<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Check Total</u>
73686	MCGRAW-HILL EDUCATION, INC	SUPPLIES	32,428.05
73687	RENAISSANCE LEARNING, INC.	SUPPLIES	3,316.00
<b>Fund Total:</b>			<b>166,690.46</b>
<b>Checking</b>	<b>8</b>	<b>Fund: 08 BUILDING FUND</b>	
1380	NEMAHA SPORTS CONSTRUCTION	CONSTRUCTION	15,492.50
<b>Fund Total:</b>			<b>15,492.50</b>

**TREASURER'S REPORT  
FOR THE MONTH OF MAY 2024  
JUNE 10, 2024**

GENERAL FUND

Balance, Beginning of the Month	\$ 4,766,251.88
Receipts	3,435,835.82
Expenditures	1,564,657.37
Balance, End of the Month	\$ 6,637,430.33

BUILDING FUND

Balance, Beginning of the Month	\$ 604,519.45
Receipts	389,732.83
Expenditures	-
Balance, End of the Month	\$ 994,252.28

BOND FUND

Balance, Beginning of the Month	\$ 138,556.69
Receipts	590.13
Expenditures	-
Balance, End of the Month	\$ 139,146.82

**TREASURER'S REPORT  
FOR THE MONTH OF MAY 2024  
JUNE 10, 2024**

DEPRECIATION FUND

Balance, Beginning of the Month	\$	553,902.52
Receipts		2,287.89
Expenditures		131,071.25
Balance, End of the Month	\$	425,119.16

EMPLOYEE BENEFIT FUND

Balance, Beginning of the Month	\$	10,319.37
Receipts		47.17
Expenditures		4,692.90
Balance, End of the Month	\$	5,673.64

QUALIFIED CAPITAL PURPOSE FUND

Balance, Beginning of the Month	\$	8,512.45
Receipts		36.26
Expenditures		-
Balance, End of the Month	\$	8,548.71

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

	BUDGET	MONTHLY EXPENDITURES	TOTAL EXPENDITURES TO DATE	% OF BUDGET SPENT
INSTRUCTION	10,160,100.00	843,784.82	7,528,264.40	74.10
LEP	48,925.00	4,303.92	37,578.33	76.81
POVERTY	176,125.00	12,578.57	140,536.54	79.79
EARLY CHILDHOOD	128,400.00	12,689.36	115,111.15	89.65
SPECIAL EDUCATION PROGRAMS K-12	1,460,625.00	101,427.72	919,725.64	62.97
SUMMER SCHOOL	0.00	0.00	0.00	0.00
ATTENDANCE AND SOCIAL WORK	17,300.00	0.00	346.00	2.00
GUIDANCE SERVICES	469,075.00	38,817.86	354,023.78	75.47
HEALTH SERVICES	171,925.00	14,521.42	130,609.11	75.97
PSYCH SERVICES SPED SCHOOL AGE	304,100.00	32,094.80	291,968.48	96.01
PSYCH SERVICES SPED 3-5	16,375.00	1,332.87	11,995.83	73.26
SPEECH PATH K-12	200,900.00	16,283.30	147,955.66	73.65
SPEECH PATH/AUDIO SPED 3-5	16,850.00	1,423.11	12,964.52	76.94
SPEECH PATH/AUDIO SPED 0-2	0.00	59.68	516.77	0.00
OCCUP THERAPY K-12	34,400.00	1,420.19	47,350.03	137.65
OCCUPATIONAL THERAPY SPED 3-5	0.00	289.28	7,220.91	0.00
OCCUPATIONAL THERAPY SPED 0-2	0.00	375.18	3,217.10	0.00
PHYSICAL THERAPY K-12	11,600.00	6,534.44	23,750.12	204.74
PHYSICAL THERAPY - SPED 3-5	0.00	1,160.50	3,476.04	0.00
PHYSICAL THERAPY - SPED 0-2	1,000.00	192.50	2,821.96	282.20
VISUAL IMP SERV - K-12	12,000.00	0.00	0.00	0.00
VISUALLY IMP SERV - SPED 3-5	0.00	410.21	2,513.80	0.00
OTHER PUPIL SUPPORT SERV	0.00	3,000.00	24,000.00	0.00
SCHOOL IMPROVEMENT	49,400.00	3,593.82	33,348.27	67.51
INSTRUCT / CURRICULUM DEV	81,485.00	5,952.14	59,400.35	72.90
INSTRUCTIONAL STAFF TRAINING	4,500.00	0.00	1,870.00	41.56
IMPLEMENATION OF STANDARDS	46,100.00	3,384.60	31,165.19	67.60
LIBRARY / MEDIA SERVICES	263,660.00	26,003.43	199,771.28	75.77
TECHNOLOGY - INSTRUCTION RELATED	161,540.00	10,088.80	97,362.14	60.27
BOARD OF EDUCATION	20,000.00	14.23	11,054.25	55.27
EXECUTIVE ADMINISTRATION	496,435.00	31,676.99	373,458.75	75.23
DISTRICT LEGAL SERVICES	15,000.00	0.00	5,682.10	37.88
OFFICE OF THE PRINCIPAL	1,112,375.00	87,309.99	845,614.49	76.02
SCHOOL ADMINISTRATION - OTHER	207,750.00	19,709.86	169,954.16	81.81
FISCAL SERVICES	64,300.00	4,874.85	68,807.53	107.01
PUBLIC INFORMATION SERVICES	0.00	0.00	2,625.00	0.00
PERSONNEL SERVICES	69,900.00	2,799.22	28,167.94	40.30
TECHNOLOGY - ADMINISTRATIVE	422,650.00	21,581.78	221,162.51	52.33
CENTRAL SERVICES - OTHER	116,400.00	4,721.39	43,170.17	37.09
OPERATION OF BUILDINGS	1,146,425.00	98,475.51	1,015,502.19	88.58
MAINTENANCE OF BUILDINGS	500,500.00	8,880.26	177,026.88	35.37
UPKEEP OF GROUNDS	54,800.00	1,936.07	42,511.53	77.58
VEHICLE OPER/MAINT - NON STUDENT	4,000.00	1,291.59	6,057.84	151.45
SAFETY	5,830.00	72.57	653.13	11.20
VEHICLE OPERATION - REG EDUCATION	29,800.00	2,120.80	11,655.74	39.11

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

	BUDGET	MONTHLY EXPENDITURES	TOTAL EXPENDITURES TO DATE	% OF BUDGET SPENT
VEHICLE OPERATION - SPED	0.00	3,665.92	6,683.09	0.00
VEHICLE OPERATION - SPED 0-2	0.00	313.69	3,158.08	0.00
VEHICLE MAINT - REG ED	8,000.00	998.26	6,932.27	86.65
VEHICLE MAINT - SPED K-12	0.00	252.53	2,352.41	0.00
STUDENT TRANSPORTATION - OTHER	415,000.00	69,170.60	489,334.88	117.91
CATERGORIAL GRANTS	15,000.00	4,543.06	13,407.83	89.39
HIGH ABILITY LEARNERS	12,000.00	576.42	1,400.36	11.67
STATE EARLY CHILDHOOD GRANT	33,975.00	2,486.74	20,445.33	60.18
TITLE I PART A	144,375.00	7,780.18	70,021.61	48.50
TITLE II PART A	21,500.00	8,900.48	35,449.36	164.88
IDEA PART B (611) BASE & ENROLL POV	292,600.00	28,629.73	263,923.82	90.20
IDEA SPECIAL PROJECTS	9,000.00	0.00	16.35	0.18
IDEA PART B	0.00	0.00	14,369.51	0.00
IDEA PRESCHOOL	0.00	0.00	2,344.00	0.00
CARL PERKINS	3,000.00	818.96	2,264.98	75.50
OTHER FEDERAL GRANTS	0.00	0.00	15,600.00	0.00
ESSER III	0.00	13,090.45	110,747.85	0.00
TRANSFERS	125,000.00	0.00	100,000.00	80.00
TOTAL	19,182,000.00	1,568,414.65	14,410,419.34	75.12

**NORTHWEST PUBLIC SCHOOLS**  
**LUNCH FUND**  
**MAY 2024**

	<u>Monthly Activity</u>	<u>Year to Date Activity</u>	<u>Budget</u>
<b><u>REVENUE</u></b>			
SALES - STUDENT LUNCHES	5,705.35	102,754.20	198,000.00
NON REIMB MEALS / ALA CARTE	7,285.28	272,963.20	100,000.00
STATE REIMBURSEMENT	0.00	31,296.89	2,000.00
FEDERAL REIMBURSEMENT	18,145.77	174,789.87	500,000.00
TRANSFERS FROM GENERAL FUND	0.00	0.00	50,000.00
TOTAL REVENUE	\$31,136.40	\$581,804.16	\$850,000.00
<b><u>EXPENDITURE</u></b>			
SALARY- FOOD SERVICE	4,699.01	42,391.09	65,000.00
FOOD SERVICE SALARY CH	3,836.88	35,229.92	50,000.00
FOOD SERVICE SALARY - 1R	2,191.05	18,318.17	30,000.00
FOOD SERVICE SALARY - SL	3,112.40	29,181.58	30,000.00
FOOD SERVICES SALARY - NW	11,583.51	108,935.42	125,000.00
FOOD SERVICE INS	842.09	7,578.81	0.00
INS - CED HOLLOW	2,567.09	23,103.81	30,000.00
INS - 1R	831.91	7,487.19	12,000.00
INS - ST LIBORY	1,736.37	15,627.33	20,000.00
INS - NWHS	4,991.88	44,940.39	0.00
FOOD SERVICE FICA - NON INSTRUCT STAFF	354.85	3,201.30	4,000.00
FICA - CED HOLLOW	283.46	2,616.31	4,000.00
FICA - 1R	167.49	1,401.01	2,000.00
SOC SEC - ST LIBORY	212.90	2,031.80	20,000.00
FICA - NWHS	873.33	8,233.66	10,000.00
FOOD SERVICE RET - NON INSTR STAFF	345.38	3,115.77	4,000.00
RET - CED HOLLOW	282.01	2,589.41	0.00
RET - 1R	161.04	1,346.39	2,500.00
RET - ST LIBORY	185.24	1,756.39	2,500.00
RET - NWHS	829.90	7,871.90	10,000.00
FOOD SERV RET - INCR CONTR	118.78	1,071.55	0.00
RET - ADDL	96.99	890.55	800.00
RET - ADDL	55.39	463.04	800.00
RET - ADDL	63.71	604.06	800.00
RET - ADDL	285.41	2,707.29	1,200.00
INSERVICE LUNCH STAFF	0.00	210.00	200.00
REPAIRS / MAINT SERVICES	520.65	6,870.55	5,000.00
SUPPLIES - C	0.00	603.40	3,000.00

**NORTHWEST PUBLIC SCHOOLS  
LUNCH FUND  
MAY 2024**

	<u>Monthly Activity</u>	<u>Year to Date Activity</u>	<u>Budget</u>
SUPPLIES - 1R	0.00	5.25	3,000.00
SUPPLIES - SL	0.00	5.25	3,000.00
SUPPLIES - NWHS	12,729.00	96,381.30	100,000.00
FOOD - PROGRAM - CH	7,002.67	60,893.09	75,000.00
FOOD - PROGRAM - 1R	3,599.47	31,168.02	45,000.00
FOOD - PROGRAM - SL	3,589.98	30,989.26	45,000.00
FOOD - PROGRAM - NWHS	5,332.73	46,506.80	130,000.00
PURCH SERV - REP/MAINT - NWHS	0.00	0.00	0.00
SOFTWARE - WEB - NWHS	0.00	5,435.39	6,200.00
MISCELLANEOUS - NWHS	5.00	16,404.33	10,000.00
TOTAL EXPENDITURE	<u>\$73,487.57</u>	<u>\$668,166.78</u>	<u>\$850,000.00</u>

NORTHWEST PUBLIC SCHOOLS  
ACTIVITY FUND  
MAY 2024

	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance</u>
ATHLETIC HALL OF FAME	(528.15)	0.00	0.00	(528.15)
BAND	6,466.45	1,568.15	0.00	4,898.30
CLASS OF 2026	20.00	0.00	0.00	20.00
CLASS OF 2025	1,305.96	0.00	79.00	1,384.96
CLASS OF 2024	3,381.64	1,193.49	90.00	2,278.15
CLASS OF 2023	2,950.39	0.00	0.00	2,950.39
CONCESSIONS	37,328.41	2,510.52	781.50	35,599.39
MEDIA	1,279.84	0.00	191.99	1,471.83
DRAMA	1,257.55	0.00	0.00	1,257.55
FBLA	8,341.06	4,087.20	24.00	4,277.86
FCA	693.33	0.00	0.00	693.33
SMALL ENGINES	(86.15)	0.00	137.00	50.85
FFA	28,126.25	3,005.94	2,031.00	27,151.31
FCCLA	3,036.95	757.71	1,360.27	3,639.51
MARKETING CLASS	191.64	0.00	40.00	231.64
FOREIGN LANG CLUB	393.60	0.00	0.00	393.60
CTE FUNDRAISING	(39.25)	0.00	0.00	(39.25)
NAT HONOR SOCIETY	1,233.62	0.00	236.00	1,469.62
YEARBOOK	15,597.29	97.66	755.00	16,254.63
SAGA	1,286.77	0.00	0.00	1,286.77
STUDENT COUNCIL	2,301.26	0.00	173.00	2,474.26
CHEERLEADERS	(2,516.76)	2,700.00	1,251.43	(3,965.33)
DANCE TEAM	8,504.26	2,949.00	20,190.37	25,745.63
SPED BUSINESS	2,043.28	0.00	14.00	2,057.28
VOCAL MUSIC	14,164.75	1,399.75	0.00	12,765.00
CONSTRUCTION HOUSE	(135,021.13)	72,021.67	0.00	(207,042.80)
NOBEL PRIZE	1,834.49	0.00	32.00	1,866.49
SHOW CHOIR	65,634.48	0.00	942.79	66,577.27
DONATION	1,086.19	0.00	500.00	1,586.19
TECHNOLOGY	141,624.63	0.00	590.00	142,214.63
GENERAL ACTIVITIES	(150,160.19)	1,077.00	1,850.91	(149,386.28)
MEMORIALS / GIFTS	18,239.37	0.00	0.00	18,239.37
COMMUNITY/PROMOTION	2,391.15	130.00	0.00	2,261.15
CCC TUITION	84,450.74	0.00	0.00	84,450.74
SCHOOL STORE	20,378.03	579.15	789.10	20,587.98
VIDEO DISPLAY SIGN	2,774.00	130,146.00	0.00	(127,372.00)
IND ARTS ST PROJECTS	10,685.80	0.00	3,884.00	14,569.80
GREENHOUSE	5,728.52	0.00	0.00	5,728.52
RESTITUTION	18,350.00	0.00	3,400.00	21,750.00
SKILLS USA	(546.00)	0.00	0.00	(546.00)
SPEECH	791.57	0.00	0.00	791.57
HS COURTESY COMMITTEE	115.00	56.37	0.00	58.63
BOWLING	(1,724.94)	0.00	0.00	(1,724.94)
MUSICAL	70,510.02	8,901.75	0.00	61,608.27
BAND TRIP	1,431.50	0.00	0.00	1,431.50
WELLNESS PROGRAM	10,311.68	329.99	200.00	10,181.69
ATHLETIC TRAINERS	(210.55)	0.00	0.00	(210.55)
COMPUTER LEASE PROGRAM	14,639.36	48,782.80	2,059.03	(32,084.41)

ROBOTIKS	(183.10)	0.00	0.00	(183.10)
ESPORTS	5,573.69	0.00	0.00	5,573.69
POST PROM	6,779.32	48.05	0.00	6,731.27
CEDAR HOLLOW DC TRIP	825.00	0.00	0.00	825.00
CEDAR HOLLOW STUDENT CC	2,100.50	0.00	0.00	2,100.50
CEDAR HOLLOW ACTIVITIES	9,774.86	1,618.93	210.00	8,365.93
1R ACTIVITIES	4,929.82	98.05	365.00	5,196.77
STRIV	1,785.22	8.53	0.00	1,776.69
ED TRAVEL	5.00	0.00	0.00	5.00
ST LIBORY ACTIVITIES	6,160.53	1,538.05	1,245.00	5,867.48
SL PTO	(606.25)	0.00	0.00	(606.25)
VIKING CARE FUND	1,264.46	0.00	0.00	1,264.46
WEIGHT ROOM	(10,566.27)	25.00	840.00	(9,751.27)
CAPITAL CAMPAIGN	4,363.25	0.00	0.00	4,363.25
1R PTO	9,947.46	506.33	1,218.96	10,660.09
FOOTBALL	(37,415.72)	1,305.39	0.00	(38,721.11)
FB FUNDRAISING	10,256.51	3,895.00	130.00	6,491.51
SOFTBALL	204.85	0.00	0.00	204.85
SB FUNDRAISING	6,759.12	0.00	0.00	6,759.12
VOLLEYBALL	4,784.50	0.00	0.00	4,784.50
VB FUNDRAISING	5,514.19	0.00	0.00	5,514.19
GOLF	(5,696.27)	1,432.00	589.00	(6,539.27)
GOLF - FUNDRAISING	9,068.28	0.00	3,200.00	12,268.28
WRESTLING	(13,896.03)	145.00	105.00	(13,936.03)
G WR - FUNDRAISING	430.39	0.00	0.00	430.39
WR - FUNDRAISING	10,830.10	0.00	0.00	10,830.10
BOYS BASKETBALL	1,565.27	0.00	0.00	1,565.27
BBB - FUNDRAISING	5,338.95	2,350.00	200.00	3,188.95
BOYS YOUTH BB	980.88	0.00	0.00	980.88
GIRLS BASKETBALL	3,286.55	0.00	0.00	3,286.55
GBB - FUNDRAISING	13,240.10	1,450.00	0.00	11,790.10
GBB - VALOR	4,338.69	0.00	0.00	4,338.69
SOCCER	(13,152.39)	1,380.17	2,418.00	(12,114.56)
B SOCCER - FUNDRAISING	966.19	474.90	0.00	491.29
G SOCCER - FUNDRAISING	1,762.67	617.27	0.00	1,145.40
TRACK	1,762.50	4,327.78	40.00	(2,525.28)
TRACK - FUNDRAISING	9,563.20	1,502.10	0.00	8,061.10
CROSS COUNTRY	(645.52)	0.00	0.00	(645.52)
CC - FUNDRAISING	51.72	0.00	0.00	51.72
MIDDLE SCHOOL ATHLETICS	(348.62)	376.00	1,482.00	757.38
ATHLETICS	60,170.52	2,796.35	420.00	57,794.17
SUMMER CAMPS	11,197.91	35.00	18,805.00	29,967.91
	<u>453,119.74</u>	<u>308,224.05</u>	<u>72,870.35</u>	<u>217,766.04</u>





Community RelationsPublic Access to School Records - Examination, Making Memoranda, and Copying

1. The School District, through the Superintendent, shall provide interested persons access to the records of the School District as required by law. Such access shall include the opportunity to examine School District records, when permitted by law. The School District shall not make records of individual students, personnel, or other confidential material available, except as allowed by law or compelled by court order.

2. Records may be examined at the School District offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday, except legal holidays or other days the District is closed.

3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, and photocopies. The School District will not be required to produce or generate any record in a new or different form or format modified from that of the original School District record. Copies of records may be made as follows:

(a) Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the School District offices or at a location mutually agreed to by the requester and the School District.

(b) Copies may be obtained from the School District if the School District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent shall determine a reasonable fee for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. If the copies requested are estimated by the School District to be more than fifty dollars (\$50.00), the School District may require the requester to furnish a deposit prior to fulfilling such request.

4. For residents of Nebraska and news media desiring to submit a public records request to the School District, a requester must submit a written request to the School District. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:

(a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;

(b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district; or

(c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. If the response to the request is expected to require more than eight cumulative hours of staff time spent searching, identifying, physically redacting, or copying, the District may require the requester to furnish a deposit, as permitted under the Public Records Request Laws.

5. For nonresidents of Nebraska, a requester must submit a written request to the School District. The School District may then require the requester to submit a deposit, as permitted under the Public Records Request Laws.

Legal Reference: Neb. Rev. Stat. Sec. 84-712 et seq.

Date of Adoption: August 27, 2007      Revision: June 10, 2024

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. These purchasing limits or requirements will not apply in the event of a time-sensitive purchase, or a purchase where these requirements would not reasonably or practically apply, as long as the Superintendent obtains prior approval from the Board President, and the Board of Education subsequently ratifies said purchase at a subsequent Board meeting.
5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or Superintendent shall be personally liable for payment for the supplies or equipment purchased.
6. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
7. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State

Purchasing Bureau competitively bid the purchase of property.

8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

#### Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. Sec. 13-610  
Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption: July 11, 2016 Revision: August 12, 2019, June 10, 2024

Business OperationsContracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Northwest Public Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

For any company that submits a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that: (1) the company is not a scrutinized company (as defined by law); (2) the company will not subcontract with any scrutinized company for any aspect of the performance of the contemplated contract; and (3) that any products or services to be provided do not originate with a scrutinized company. The District will not knowingly enter into any contract with any scrutinized company.

Legal Reference: Neb. Rev. Stat. Sec. 4-114  
LB 1300 (2024)

Date of Adoption: August 27, 2007. Revision: June 10, 2024

Business OperationsMeal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced-price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced-price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced-price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced-price meals.

Distribution Annually

This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. Sec. 1751);  
U.S.D.A. Memorandum SP 57-2016.  
LB 1329 (2024)

Date of Adoption: 4-11-2017 Revision: June 10, 2024

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

Legal Reference: LB 1329 (2024)

Date of Adoption: August 27, 2007. Revision: June 10, 2024

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 [Name] 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 or, if the student attends a different district as an option student, the option 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:**

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 or, if the student is an option student attending a different district, the option district attended by the student 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 1<sup>st</sup> 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 exhausted their option enrollments in other school districts, as determined by state law.
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) 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, (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, 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 or option student currently attending Northwest Public School District who submits an option application after March 15 will be granted, unless 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 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 or, if the student is an option student attending a different district, that option 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. 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 solely by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only 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.

H. 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. Revision: August 12, 2019, June 12, 2023, June 10, 2024

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

A. **Attendance and Absences.**

1. **Circumstances of Absences – Definitions.** The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. **School Excused.** Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. **Not School Excused.** Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Northwest Public Schools or resides in the Northwest Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school
  
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: February 12, 2018 Revision: June 10, 2024

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 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.
  - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
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 may be held, upon a parent's timely request, 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.

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.

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.

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. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
  - d. Head wear including hats, caps, bandannas, and scarves.
  - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
  - f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

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.

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.

#### E. 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  
LB 43 (2024)

Date of Adoption: August 13, 2018. Revision: June 12, 2023, June 10, 2024

StudentsPromotion and Retention

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

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

Legal Reference: Neb. Rev. Stat. Sec. 79-526

Date of Adoption: August 27, 2007 Revision: June 10, 2024

StudentsGraduation

## GRADUATION REQUIREMENTS

English	40 Credits 4 years
Social Science (Government)	30 Credits 2.5 years
Mathematics	30 Credits 3 years
Science	30 Credits 3 years
Practical/Fine Arts	20 Credits
Physical Education	10 Credits
Health	5 Credits
Communications	5 Credits
Personal Finance	5 Credits

All students must attain two hundred and sixty (260) total academic credits through passing required and elective courses in order to fulfill minimum graduation requirements.

Students must present evidence of forty (40) hours of community service completed prior to receiving their Northwest Public School's diploma. This represents ten (10 hours) of community service each year for grades 9-12. Completed community service documentation forms need to be turned into the counselor's office.

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

## GRADUATION EXERCISES

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

Date of Adoption: March 12, 2018, Revision: June 10, 2024

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 Corps, peace officers, or qualified law enforcement officers or qualified retired law enforcement officers, as defined by and pursuant to state and federal law. 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 someone other than a minor or prohibited person, as defined by law, and are enclosed in a case or inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

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, 2024, June 10, 2024

Internal Board Policies - Board MembersMembership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

The Board will list on the school's website the organizations and memberships that the Board belongs to and the annual membership dues (if any) for such organizations and memberships, as well as the fees paid by the Board to any individual lobbyist or lobbying firm (if any).

Legal Reference: Neb. Rev. Stat. Sec. 79-512  
LB 304 (2024)

Date of Adoption: August 27, 2007. Revision: June 10, 2024

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site. If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the newspaper's website, if available, and (2) posting such notice in conspicuous public places within the District. The Board Secretary shall keep a written record of such postings.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: November 11, 2019. Revision: June 10, 2024

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at Board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The President has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The President may order persons who are disorderly to be removed from the meeting.

B. Hear

The Board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

C. Record

Members of the public may use recording devices (phone, video camera, etc.) to record any part of a board meeting, except for closed sessions. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

E. Speak

Members of the public will be permitted to speak at Board meetings. Members of the public may also speak when invited to make a presentation or when recognized by the President.

**Option #1:** For all meetings of the Board, individual speakers shall have up to [REDACTED] minutes to address the Board, and the Board shall hear up to [REDACTED] cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

**Option #2:** For regular meetings of the Board, individual speakers shall have up to [REDACTED] minutes to address the Board, and the Board shall hear up to [REDACTED] cumulative minutes of public comment. For all meetings other than regular meetings of the Board, individual speakers shall have up to [REDACTED] minutes to address the Board, and the Board shall hear up to [REDACTED] cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

**Option #3:** To ensure the Board completes its business during meetings other than regular meetings, public comment will be listed at the end of the agenda for all meetings other than regular meetings.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference: Neb. Rev. Stat. 84-1412

Date of Adoption: September 11, 2017. Revision: June 13, 2022, June 10, 2024

Business OperationsEmergency Response Mapping

Northwest Public Schools will provide mapping data to public safety agencies for use in response to emergencies. The mapping data will be provided in an electronic or digital format and will contain all information identified in state statute and as reasonably requested by the public safety agencies.

At least annually, the District will certify to the appropriate public safety agencies that the mapping data provided to the public safety agencies is accurate or, if information has changed, provide the appropriate public safety agencies with updated mapping data.

Legal Reference: LB 1329 (2024)

Date of Adoption: June 10, 2024

## Students

### Preschool Enrollment

The District's preschool program shall be operated in accordance with this policy.

### Eligibility

The Superintendent or designee will develop and maintain eligibility guidelines for children to enroll in the District's preschool program.

If the Superintendent or designee determines that the preschool program is at capacity, then children will be admitted to the daycare program in the following order of priority:

1. Those students that are required by law to participate or be given a preference in the preschool program;
2. Resident students who are or will turn four-years old during the school year;
3. Resident students who are not otherwise eligible to enroll in kindergarten;
4. Non-resident students who are not eligible to enroll in kindergarten;
5. Resident or non-resident students who are eligible to enroll in kindergarten.

The Superintendent or designee shall have the authority to implement and interpret capacity and enrollment decisions to ensure the best interests of the District and its preschool program, and there shall be no appeal process to the Board of Education related to the Superintendent or designee's decision.

### Enrollment Process

Enrollment for the preschool program will be conducted on an annual basis. Parents or legal guardians must complete and submit a preschool enrollment application form by the specified deadline. Applications will be reviewed, and enrollment decisions will be based on available space, eligibility criteria, and other factors deemed appropriate by District staff. Parents will be notified of their child's enrollment status within a reasonable timeframe after the application deadline.

### Waitlist

In the event that the number of applicants exceeds the preschool program's capacity, a waitlist may be established. Priority on the waitlist may be given to eligible children based on the priorities listed in this policy. Parents will be notified if their child is placed on the waitlist and will receive updates regarding their status if openings become available.

### Compliance

All aspects of this policy shall be implemented in accordance with applicable state and federal laws, regulations, and guidelines related to preschool education and enrollment.

Date of Adoption: [Insert Date]

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

The District will only permit the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map for display or use in the classroom.

Legal Reference: LB 1329 (2024)

Date of Adoption: June 10, 2024

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

**2023-24**

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

2023-24 Combined Total In - 0  
 2023-24 Combined Total Out - 0

**2024-25**

NWHS					Cedar Hollow					1R					St Libory				
	In	Out	Opt	Total		In	Out	Opt	Total		In	Out	Opt	Total		In	Out	Opt	Total
9	2		111	198	K	0		33	41	K	0		14	17	K	0		2	10
10	1		6	168	1	1		34	46	1	1		12	22	1	0		4	11
11	3		9	175	2	0		38	42	2	0		11	20	2	0		11	18
12	0		1	168	3	0		30	44	3	0		9	23	3	0		8	22
Total	6	0	127	709	4	1		31	45	4	0		9	20	4	0		12	20
					5	1		37	51	5	0		16	23	5	0		15	23
					6	1		38	42	6	1		18	28	6	0		13	24
					7	0		34	46	7	0		15	27	7	0		8	16
					8	0		33	46	8	0		17	24	8	0		14	21
					Total	4	0	308	403	Total	2	0	121	204	Total	0	0	87	165

2024-25 Combined Total In - 6  
 2024-25 Combined Total Out - 0

**Enrollment in PS**

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