



Student Handbook

*Cedar Hollow
Chapman
St. Libory
1- R*

2015 - 2016 School Year

NORTHWEST PUBLIC SCHOOLS MISSION

Northwest Public Schools is committed to maximizing learning for all students while fostering a safe environment that promotes positive citizenship.

NORTHWEST PUBLIC SCHOOLS BELIEF STATEMENTS

We believe in modeling and teaching the qualities of good character.

We believe student learning is the primary focus of all school-based decisions and requires a collaborative effort from students, teachers, administrators, parents and community.

We believe we need to teach problem solving skills necessary for students to become independent, responsible citizens who contribute to their community.

We believe curriculum and instruction should be differentiated to meet the needs of diverse learners.

We believe in helping students discover their talents as they work towards maximizing their potential.

We believe students learn best when engaged, challenged, and respected in a safe, supportive environment.

2015 / 2016 Northwest School Board

School Board

Keith Ostermeier
Bill Buettner
Kim Meyer
Duane Witt
Karl Quandt
Jeff Schimmer
Char Kruse
Scott Eriksen

President
Vice-President
Secretary
Treasurer
Member
Member
Advisory Member
Advisory Member

2015 / 2016 Northwest District Staff

District Office

Matt Fisher
Sharon Placke
Kim Gibson
Barb Huls
Jeanette Ramsey

Superintendent
Business Manager
District Office Secretary
District Office Secretary
Curriculum/Instruction/Assessment
Director

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Principals

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Marty Moser
Jeff Ellsworth
Mike Herzberg
Steve Retzlaff
Scott Mazour

Principal, High School
Asst Principal, High School
Asst Principal, 9th Academy
Principal, Chapman
Principal, St. Libory
Principal, 1-R
Principal, Cedar Hollow

385-6389
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mherzberg@ginorthwest.org
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smazour@ginorthwest.org

Activity Office

Mike Sorensen
Kate Marron

Activities Director
Activities Director's Secretary

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Lori Merritt
Deb Boroff

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Guidance Counselor
Guidance Counselor

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Support Services

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Brian Gibson
Scott Potter
George Mohr
Tammy Kuhl
Brooke Bowen
Mike Fitzgerald
Robin Wright

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

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gmohr@ginorthwest.org
tkuhl@ginorthwest.org
bbowen@ginorthwest.org
mfitz@ginorthwest.org
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2015-16 District Calendar

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 10-12 Staff Inservice
 Aug 13 1st Day School - K-8 Noon Dismissal

September 2015						
S	M	T	W	T	F	S
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sep 7 No School - Labor Day
 Sep 16-17 PT Conferences: K-8 Noon Dismissal
 High School 12:39 Dismissal
 Sep 18 No School

October 2015						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
26	26	27	28	29	30	31

Oct 15 End of 1st Qtr
 K-8 Noon Dismissal
 Oct 16 No School

November 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 13 No School Fall Break
 Nov 25 Noon Dismissal
 Nov 26-27 No School - Thanksgiving Break

December 2015						
S	M	T	W	T	F	S
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 21 High School Noon Dismissal
 Dec 22 End of 2nd Qtr / 1st Semester
 K-12 Noon Dismissal
 Dec 23-31 No School - Winter Break

January 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1 No School - Winter Break
 Jan 4 No School - District Inservice
 Jan 5 School Resumes
 Jan 18 No School - District Inservice

February 2016						
S	M	T	W	T	F	S
						1
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Feb 10 PT Conferences 9-12
 12:39 p.m. Dismissal
 Feb 10-11 PT Conferences K-8
 Noon Dismissal
 Feb 12 No School

March 2016						
S	M	T	W	T	F	S
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mar 4 No School
 Mar 10 End of 3rd Qtr
 K-8 Noon Dismissal
 Mar 11 No School
 Mar 25 No School
 Mar 28 No School

April 2016						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Apr 21 High School 12:39 Dismissal
 Apr 22 No School
 Apr 25 District Inservice - Noon Dismissal

May 2016						
S	M	T	W	T	F	S
						1
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 6 High School Noon Dismissal
 May 15 Commencement 2:00 p.m.
 May 17 High School Noon Dismissal
 May 18 Last Day of School
 K-12 Noon Dismissal
 May 19 District Inservice

July 2016						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	29	29	30

Jul 2-10 Summer Moratorium

School Hours	
Grades K-8	Monday - Friday 8:00 a.m. - 3:15 p.m. Wednesday 8:00 a.m. - 2:00 p.m.
High School	Monday - Friday 8:10 a.m. - 3:36 p.m. Wednesday 8:10 a.m. - 2:19 p.m.

	Vacation Days
	Teacher Inservice
	Parent Teacher Conferences
	First, Last or Resume Day
	Alternate Time Dismissal

www.ginorthwest.org	
District Office	308-385-6398
Lockwood	308-384-2042
1R School	308-385-6352
Cedar Hollow	308-385-6306
Chapman	308-986-2215
St Libory	308-687-6475
Northwest HS	308-385-6394

Student Policies

ATTENDANCE

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

ABSENCE / TARDIES

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

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

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

Repeated tardiness will result in students making time up after school or may receive other disciplinary action. Students who receive any tardies or leave school before 3:15 p.m. will not be eligible for perfect attendance recognition.

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

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

If they arrive between . . .

8:00 to 9:00 am - they will be marked Tardy.

9:00 to 11:00 am - first quarter of a day absence

11:00 am to 1:00 pm - half day absence

1:00 to 2:30 pm - three quarters of a day absence

2:30 to 3:15 pm - full day absence

If someone leaves after 2:30 they will be marked Tardy.

Attendance Coding for PowerSchool (Updated Summer of 2015)

A	School Activity
C	Court Appearance (Requires Court Document)
D	Doctor Excused (Requires Documentation)
E	Excused
F	Funeral
I	In School Suspension
S	Suspension
T	Tardy
U	Unexcused
Z	Administrative Approval

Perfect Attendance - In order for a student to be considered for perfect attendance the following requirements must be met:

- A. Be in class on time every day
- B. Have no tardies - either excused or unexcused
- C. Have no early dismissals either excused or unexcused

ACTIVITIES

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

AMERICANS WITH DISABILITIES ACT

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

ASBESTOS NOTICE

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

ATHLETICS

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

BULLYING

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

CHANGE OF ADDRESS, PHONE NUMBER OR EMPLOYMENT

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

CHILD ABUSE / NEGLECT / EXCESSIVE ABSENTEEISM

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

DESTRUCTION OR LOSS OF SCHOOL PROPERTY

Students who lose, deface or destroy school property will be required to make financial restitution and or be subject to disciplinary action (i.e., loss of library privileges, loss of extra-curricular eligibility).

Locker decorations require administrative approval.

DRESS CODE - HYGIENE

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. Clothing should be of a size or design that keeps a student's shoulders, midriff, back and undergarments covered at all times. (i.e., walking, sitting, raising arms or hand, etc.) The administration may, by regulation, establish specific attire that is and is not permitted.

A student with any attire or grooming that negatively effects the learning environment may be removed from the classroom for any length of time. Final decisions regarding student attire and grooming will be made by the Northwest School Administration.

DRUG FREE SCHOOL AND CAMPUS POLICY

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

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

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

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

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

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

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

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

TOBACCO/ALCOHOL AND OTHER DRUGS

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

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Any Northwest Public School student who is found to be in violation of school policy, relating to the possession (including “under the influence”) use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or “look-alikes,” on school property, at school sanctioned activities, (either on Northwest High School property or at other community sites), or when being transported in vehicles dispatched by the school district may face notification of legal authorities. School administrators will file reports with the police for any student who violates the school’s No Tobacco Policy.

ELECTRONIC DEVICES

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

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

EMERGENCY SCHOOL CLOSING

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

EXTRACURRICULAR ACTIVITIES (PARTICIPATION / ELIGIBILITY)

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

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

1. Students who participate in extracurricular activities are ambassadors of both their school and community. Participants should dress appropriately and grooming should be neat and clean.
2. Students should abide by school policies as stated in this handbook when attending “home” and “away” school functions. Student’s citizenship should serve as an appropriate model for younger students.
3. Each participant should be familiar with rules appropriate for the activity. Additional guidelines set down by coaches, sponsors, activity director etc., are to be followed by all participants.
4. Depending on the activity - proof of physical examination, insurance waiver, parent permission slip, deposit fee, etc., may be required before a student is allowed to participate.
5. Students must attend school at least half the day of a scheduled extracurricular activity to be able to participate in that day’s practice, scrimmage, game, tournament, and/or contest involving other schools. The principal may make exceptions to this rule.
6. Students may become ineligible to participate in extracurricular activities because of classroom behavior and/or failing to abide by school policies as stated in this handbook. Students who become ineligible due to continual discipline problems will not be eligible to practice, play in games and/or participate in any activity involving other schools. The principal will determine the length of time a student loses his/her eligibility due to discipline problems.
7. Teacher requests for a student to stay after school to make up academic work will take precedence over extracurricular practice and/or activities.
8. Students may not attend practice or participate in any extracurricular activity on the day or days a suspension is being served.
9. Students may become ineligible to compete in extracurricular activities due to their academic performance. This means students may participate in practices but may not compete in games, scrimmages, tournaments and/or contests while they are ineligible.

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

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

Upon losing eligibility, the following steps will be taken:

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

FIELD TRIPS / ASSEMBLY PROGRAMS / CLASS PARTIES

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

FIRE AND TORNADO DRILLS

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

FIREARMS AND WEAPONS

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

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

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

Violation by non-school persons may result in a complaint being filed with local or county law enforcement officials as current Nebraska State Statute allows for the confiscation of firearms on school property, under most circumstances. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person and the firearm is contained within a private vehicle operated by a non-student adult, which is not loaded and is encased or is in a locked firearm rack that is in a motor vehicle. Definition of encased - the term encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of the firearm exposed.

GIFTS

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

GRIEVANCE PROCEDURE

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

GUIDANCE

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

GUM AND CANDY

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

GYM BAGS AND BOOK BAGS

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

HEALTH RELATED ISSUES

Asthma Protocol

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

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

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

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

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

Illness During School Hours

In case of illness or injury during school hours the school will notify parents or persons listed on the emergency procedure card. Telephone numbers for work, relatives, baby-sitters, neighbors, etc., should be listed on the emergency card.

Immunizations

Nebraska State Law requires all students (except those with appropriate medical or religious waivers) to be immunized for measles, rubella, mumps, polio-myelitis, diphtheria, tetanus, pertussis, Varicella and Hepatitis B prior to admission to school. State Law also states that immunizations shall not be required for a student enrolling in any school in this state if he or she submits to the following:

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

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

member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

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

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

Medication

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

Physical Examinations

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

Control of Communicable Disease

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

- A. Students with the following will be sent home.
 - a. Temperature at/over 100 degrees.
 - b. Vomiting or diarrhea.
 - c. Sore throat accompanied by elevated temperature and/or visible pus.
 - d. Earache accompanied by discharge or elevated temperature.
 - e. If the child is feeling uncomfortable and unwell to the extent that the child is unable to accomplish normal school activities.
 - f. Widespread rash.
- B. Students with the following diseases need a physician's written permission to return to school: Hepatitis, Rheumatic Fever, Mononucleosis and HIV.
- C. Students with the following diseases must have treatment for 24 hours before returning to school: Strep Throat, Pink Eye, Impetigo, Ringworm and Scabies.
- D. Students with Chicken Pox may return to school 7 days after onset. They must be scabbed over and have no infected pox. They should be inspected by a school official.
- E. Student with lice may be readmitted to school following treatment and the removal of all live lice. They will be inspected by a school official.
- F. Students with Fifth Disease will be excluded from school only if they have an elevated temperature or are experiencing malaise.
- G. The physician, parents of the student, school nurse and school administration will meet to determine the most appropriate educational setting for the student/staff with HIV or AIDS.
- H. It is the responsibility of school staff to report their diagnosis of a communicable disease to the district. In addition, failure to release information can result in automatic dismissal. Anytime a communicable disease is reported at school, parent/guardians will be notified.
- I. Other communicable diseases will be handled as recommended by the Nebraska Department of Health.

Policy Concerning AIDS:

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

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

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

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

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

HEALTH SERVICES

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

HONOR ROLL

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

LEAVING SCHOOL BEFORE DISMISSAL TIME

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

LOST ITEMS

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

LUNCH PROGRAM

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

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

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

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by

the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

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

LUNCH ROOM EXPECTATIONS

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

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

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

MILK PROGRAM

A milk break program is offered in kindergarten. Participating students will be charged 45¢ per carton of milk, which will be deducted from their lunch account. Participation in the program is voluntary.

MORNING SCHOOL ARRIVAL TIMES

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

PAMPHLETS/BULLETINS/POSTERS

It shall be the policy that no religious, political or controversial materials shall be distributed through the school system or posted on school premises. Any deviation from this policy must be approved by the administration.

PARENT RESPONSIBILITY - AFTER SCHOOL

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

Unless a student is involved in a school sponsored after school activity, no student is authorized to remain on school premises after 4:00 pm (2:45 pm on Wednesdays). Violations of this policy will be dealt with as follows:

- A. First occurrence per quarter - Parents will be notified by mail of the violation of this policy.
- B. Second offense per quarter - Parents will be notified by certified mail, return receipt requested with an admonition that a further occurrence in the quarter would result in notification being made to the County Sheriff, County Attorney,

- Department of School Services, or any other appropriate agency.
- C. Third offense per quarter - Notification that a third offense has occurred will be made by certified mail, return receipt requested, to the parent, and such will be sent to the appropriate agency as enumerated in this policy. The parent will, by the third notice, also be admonished that any further policy violation in that quarter will result in school personnel requesting the appropriate officials to take custody of the child.
 - D. Fourth offense per quarter - Will result in the school requesting the appropriate agency to take custody of the child. The parent will be informed by the appropriate school personnel of any such request, having been made, when it was made, in the manner it was made, and to whom it was made.

Verification of Student on School Premises
After 4:00 pm (2:45 pm on Wednesdays)

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

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held twice a year. Additional parent-teacher conferences may be arranged as deemed necessary by staff or as requested by parents.

PETS AND LIVE ANIMALS

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

PRIVATE PARTY INVITATIONS

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

RACIAL AND SEXUAL HARASSMENT POLICY

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

Racial Harassment

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

Racial harassment may include but is not limited to:

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

Sexual Harassment

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

- Deliberate touching of body parts, pinching, attempting to fondle or kiss
- Sexually demeaning comments or verbal comments about body parts and or clothing
- Name calling or spreading rumors regarding sexual activity
- Stares, leers, or unwanted suggestive looks

- “Dirty” jokes or unwanted sexual teasing
- Gestures with the hands on body parts
- Following, cornering, blocking, or standing too close
- Conversations that are too personal
- Graffiti that is sexual in nature
- Howling, catcalls, or whistles
- Pressure for dates or sex
- Verbal threats of violence, sexual contact, or coercion

“What should I do if someone sexually or racially harasses me?”

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

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

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

POWER GRADE IS ACCESSIBLE ON LINE FOR GRADES 4-8

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

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

Report cards are sent home with students at the end of the quarter. Report cards will be mailed home at the end of the school year.

REQUIRED REGULAR CURRICULAR ACTIVITIES

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

SCHOOL HOURS

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

SCHOOL SPIRIT

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

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

SCHOOL VISITATION

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

SPECIAL DELIVERIES / GIFTS TO STUDENTS

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

STUDENT DATING

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

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

STUDENT FEE POLICY

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

STUDENT DISCIPLINE

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

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

GROUND FOR SHORT & LONG-TERM SUSPENSION, EXPULSION AND MANDATORY RE-ASSIGNMENT

The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

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

PROCEDURES FOR SHORT-TERM SUSPENSION

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

- a. The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
- c. The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
- d. Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

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

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

- a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
- b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.

- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
 - (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
 - (3) A statement explaining the student's right to a hearing.
 - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
- d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
- f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

HEARING PROCEDURE

- a. **Hearing Officer.** The hearing officer shall be any person designated by the superintendent. The hearing officer shall be any individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- b. **Administrative Representative.** The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- c. **Notice of Hearing.** If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
- d. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue, from time to time, the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
- e. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.
- f. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with

punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students

- g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.
- m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter.

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

The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

GRIEVANCE PROCEDURE

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

Definitions:

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

STUDENT PERMANENT SCHOOL RECORDS

The following guidelines govern student records:

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

TELEPHONE CALLS

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

TREATS

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

DISTRICT, STATE AND FEDERAL PROGRAMS

STUDENT FEE POLICY

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

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

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

(1) Guidelines for clothing required for specified courses and activities

Students have the responsibility to furnish and wear non specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiation's, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items

Students have the responsibility to furnish any personal or consumable items for participation in courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value which may easily be unintentionally damaged, the policy should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Such materials are subject to the District's fee waiver policy (Section 12). Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy, (Section 12) however, the District is not required to provide for the use of a particular type of musical instrument for any student.

(4) Extracurricular Activities - Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire, equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheer leading, and music/dance activity (e.g., choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(5) Extracurricular activities - Fee for participation

The District does generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events. All fees shall be collected at \$20 per NSAA activities. All participants in each organization will be assessed a \$20 fee per organization. Students shall be required to participate in fund raising activities in order to participate in extracurricular activities. If fund raising is offered for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate equally and shall share equally, in whatever funds they raise.

(6) Post-secondary education costs

Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" mean tuition and other fees associated with obtaining credit for a post-secondary educational institution. For a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution. All post-secondary courses held off local school property shall be billed directly to the student taking the course and payment shall be paid directly to the post-secondary institution with no money flowing through the local district budget.

(7) Transportation Costs

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

(8) Copies of Student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee

schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit on copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicated copies to be provided without charge to the extent required by federal or state laws or regulations.

(9) Participation in before and after school or pre-kindergarten services

Students are responsible for fees required for participation in before and after school or pre-kindergarten services offered by the district, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school

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

(11) Breakfast and lunch programs

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

(12) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition program shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

1. participation in extracurricular activities;
2. admission fees and transportation charges for student spectators attending extracurricular activities;
3. materials for course projects, and
4. use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free lunch program or reduced price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participation in or attending the activity, and prior to purchase of the materials. Materials for course projects to be provided to free or reduced price lunch eligible students shall be required to be approved by the administration in advance; the administration shall apply a standard based on providing materials which are equitable to those purchased for comparable students.

(13) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

(14) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from the student. Funds subject to the Student Fee Fund consist of money collected from students for:

1. participation in extracurricular activities,
2. post-secondary education costs, and
3. summer school or night school.

NORTHWEST PUBLIC SCHOOLS HOT LUNCH PROGRAM

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

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

Northwest Public Schools lunch program is conducted as an "offer versus serve" program and is approved by the Nebraska Department of Education. "Offer versus serve" requires schools to offer a meat, vegetable, fruit, bread and milk with each meal.

Students may elect to take five of the items offered or as few as three. Students who elect to take only three or four of the five items offered will be charged the full price of a regular meal.

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

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

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

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

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

ENROLLMENT OPTION

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

TITLE IX NON-DISCRIMINATION

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

Under Federal Law schools cannot:

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

Title IX Laws allow schools to:

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

PARENTAL RIGHT TO INFORMATION

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

PARENT NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

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

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the public school

that they do not want their student's information disclosed without their prior written consent. If you do not want Northwest High School to disclose directory information from your child's education records without your prior written consent, you must notify the school's Central Office in writing by the end of the first week of the first semester, or for new students, within the first week of enrollment. Northwest High School has designated the following information as directory information:

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

SPECIAL EDUCATION TESTING AND SERVICES

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

PARENT NOTICE CONCERNING STAFF QUALIFICATIONS:

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

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

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

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

Parent Notice Concerning Staff Qualifications if Student is Taught for Four or More Consecutive Weeks by a Teacher Without Required

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

STUDENT PRIVACY PROTECTION

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

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

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

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

C. Right of Parents to Inspect Instructional Materials

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity,

directly to the building principal. The building principal, within five school days, shall consult with the teacher or other education responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

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

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

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

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or post secondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

G. Annual Parental Notification of Student Privacy Protection Policy

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

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

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

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive by the law and this policy; and
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the

student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

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

Definition of Surveys of Matters Deemed to be Sensitive

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

1. political affiliations or beliefs of the student or the student’s parent;
2. mental or psychological problems of the student or the student’s parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the students or the student’s parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

HOMELESS STUDENTS POLICY

Homeless Children

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

No Stigmatization or Segregation of Homeless Students

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

Homeless Coordinator

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

Enrollment of and Services to Homeless Children

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

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

pending resolution of the dispute in accordance with the dispute resolution process.

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

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

PARENTAL INVOLVEMENT IN SCHOOLS

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

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

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

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

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

Adopted June 11, 2012

CEDAR HOLLOW SCHOOL CALENDAR 2015-2016

Aug 10-12	Staff Inservice
Aug 12	Open House 7:00-8:00 p.m.
Aug 13	First Day of School – Noon Dismissal
Sept 7	No School – Labor Day
Sept 16	Parent-Teacher Conferences 2:00-8:00 p.m. – Noon Dismissal
Sept 17	Parent-Teacher Conferences 2:00-8:00 p.m. – Noon Dismissal
Sept 18	No School
Oct 15	End of 1 st Quarter – Noon Dismissal
Oct 16	No School
Nov 13	No School – Fall Break
Nov 25	Noon Dismissal – start of Thanksgiving Break
Nov 26-27	No School - Thanksgiving Break
Dec 22	Noon Dismissal – End of 2 nd Quarter
Dec 23-Jan 1	No School - Christmas Vacation
Jan 4	No School – Teacher Inservice
Jan 5	School Resumes
Jan 18	No School – Teacher Inservice
Feb 10	Parent-Teacher Conferences 2:00-8:00 p.m. – Noon Dismissal
Feb 11	Parent-Teacher Conferences 2:00-8:00 p.m. – Noon Dismissal
Feb 12	No School
March 4	No School
March 10	End of 3 rd Quarter – Noon Dismissal
March 11	No School – Spring Break
March 25-28	No School – Easter Break
April 22	No School
April 25	Noon Dismissal – Teacher Inservice
May 6	K-6 Field Day at Northwest High School
May 18	Last Day of School – Noon Dismissal
May 19	Teacher Work Day

**CEDAR HOLLOW STAFF
2015-2016 SCHOOL YEAR**

Principal	Scott Mazour
Kindergarten	Marcia Earll Anita Larsen
Grade 1	Doreen Grupe Tami Wissing
Grade 2	Karen Gruener Loretta Stelk
Grade 3	Andrea May June Prokesh
Grade 4	Ashley Dvorak Lola Hoover
Grade 5	Heather Gosda Becky Jameson
K-5 Reading Specialist	Jeanine Stetson
Grade 6-8	Angela Blank Molly Mills Jake Ritzdorf Ashley Stutzman Scott Schaefer
Counselor	Deb Boroff
Band	Shawn Pfanstiel
Custodial	Tony Birch Deb Dombrowski
Lunch Room	Linda Peers
Physical Ed Resource Room	Haley Lenz Kyla Havranek Ronda Kruger
Secretary	Carolyn Brooks
Speech	Rhonda Standage
Teacher Aid	Kristin Anderson Chris Dierks Gayle Hahn Kim McGowan Brenda Meyer Dorothy Schultz
School Nurse	Brooke Bowen
Technology	Randa Felske
Library	Amy Johnson
Vocal Music	Joan Browning

**Cedar Hollow School
Athletic Schedule 2015-16**

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
<u>Girl's Volleyball</u>			
September 10	NW North	NW North	4:30 pm
September 14	Doniphan	Cedar Hollow	4:15 pm
September 22	Central Catholic	Cedar Hollow	4:15 pm
September 29	Wood River	Cedar Hollow	4:15 pm
October 1	Barr	Cedar Hollow	4:15 pm
October 6	NW North	Cedar Hollow	4:15 pm
October 9	Walnut Tri	GI Senior High	4:00 pm
October 13	Trinity	Trinity	4:15 pm
October 19-20	Tournament	Northwest	TBA
<u>Girl's Basketball</u>			
November 10	Doniphan	Doniphan	4:15 pm
November 12	NW North	NW North	4:30 pm
November 17	Central Catholic(8 th)	Cedar Hollow	4:15 pm
November 19	Wood River	Cedar Hollow	4:15 pm
November 24	Central Catholic(7 th)	Central Catholic	6:30 pm (A then B)
December 1	NW North	Cedar Hollow	4:30 pm
December 8	Trinity	Cedar Hollow	4:15 pm
December 14-17	Tournament	Trinity	TBA
<u>Boy's Basketball</u>			
January 19	Central Catholic	Cedar Hollow	4:15 pm
January 28	NW North	NW North	4:30 pm
February 1-2	NW North Tourney	Chapman	TBA
February 4	Doniphan	Cedar Hollow	4:00 pm
February 8	NW North	Cedar Hollow	4:15 pm
February 18	Walnut	Walnut	4:15 pm
February 23	Trinity	Cedar Hollow	4:15 pm
February 25	Wood River	Wood River	4:15 pm
Feb 29-Mar 3	Tournament	Westridge	TBA

**RECEIPT OF THE 2015-2016 STUDENT HANDBOOK
OF NORTHWEST PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2015-2016 Parent-Student Handbook of Northwest Public Schools.

The receipt acknowledges understanding that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. The receipt also serves to acknowledge understanding that the district's policies of non-discrimination and equity exist in the handbook and that specific complaint and grievance procedures exist therein which should be followed and used to respond to any complaints of harassment or discrimination.

This signed receipt further acknowledges receipt of the District and Personal Technology policies in the Parent-Student Handbook. The parents (check one) _____DO or _____DO NOT give permission for the student to access network computer services and accept responsibility for such use and any consequences and liability, and the student agrees to fully comply with such policy.

Drug-Free Schools Statement: This receipt shall also serve to demonstrate that you as parent or guardian of a student attending Northwest Public Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol or being under the influence thereof on school premises or as a part of any of the school's activities as described in Board Policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are student attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, distribution, or being under the influence of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any noncompliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Please check that you received your copy of the 2015-2016 Student Planner which includes the Student Handbook for 2015-2016 school year.

_____ We received an Agenda which includes a copy of the 2015-2016 Student Handbook.

The Student Handbook can also be viewed on-line at www.ginorthwest.org.

Sign below and return to the Central Office by _____.

Printed student name _____

Student signature _____

Date _____

Parent or legal guardian signature _____

Date _____