



# **NORTHWEST PUBLIC SCHOOLS**

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

## **K-8 STUDENT HANDBOOK**

*Cedar Hollow  
St. Libory  
1- R*

**2023 - 2024 SCHOOL Year**

# **NORTHWEST PUBLIC SCHOOLS MISSION STATEMENT**

## **Northwest Public Schools, A Culture of Excellence**

***An exceptional community of learners committed to continuous growth.***

We will...

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

## 2023 / 2024 Northwest School Board

### School Board

Dan Leiser  
Zach Mader  
Robin Schutt  
Artie Moeller  
Aaron Buhrman  
Paul Mader

President  
Vice-President  
Secretary  
Treasurer  
Member  
Member

## 2023 / 2024 Northwest District Staff

### District Office

Dr. Jeff Edwards  
Natalie Nielsen  
Taren Baxter  
Chelsie Van Buskirk  
Jeanette Ramsey  
Tara Retzlaff

Superintendent  
Business Manager  
District Office Secretary  
District Office Secretary  
Director of Teaching and Learning  
Director of Special Services

**385-6398**  
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cvanbuskirk@ginorthwest.org  
jramsey@ginorthwest.org  
tretzlaff@ginorthwest.org

### Principals

PJ Smith  
Marty Moser  
William Bombeck  
Mike Herzberg  
Steve Retzlaff  
Scott Mazour

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

**385-6389**  
psmith@ginorthwest.org  
[mmoser@ginorthwest.org](mailto:mmoser@ginorthwest.org)  
bbombeck@ginorthwest.org  
mherzberg@ginorthwest.org  
sretzlaff@ginorthwest.org  
smazour@ginorthwest.org

### Activity Office

Matt Fritsche  
Ann Beckmann

Activities Director  
Activities Director's Secretary

**385-6387**  
mfritsche@ginorthwest.org  
abeckmann@ginorthwest.org

### Counseling and Guidance

Melanie Smith  
Lori Merritt  
Deb Boroff  
Laura Erickson

Guidance Counselor  
Guidance Counselor  
Guidance Counselor (K-8)  
Guidance Counselor (K-8)

msmith@ginorthwest.org  
lmerritt@ginorthwest.org  
dboroff@ginorthwest.org  
lerickson@ginorthwest.org

### Support Services

Heather Callihan  
Brian Gibson  
Scott Potter  
Stacey Pawling  
Katrina Rother  
Tammy Kuhl  
Brooke Bowen  
Melanie O'Boyle  
Mike Fitzgerald  
Robyn Wright

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

hcallihan@ginorthwest.org  
bgibson@ginorthwest.org  
[spotter@ginorthwest.org](mailto:spotter@ginorthwest.org)  
spawling@ginorthwest.org  
krother@ginorthwest.org  
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moboyale@ginorthwest.org  
mfitz@ginorthwest.org  
rwright@ginorthwest.org

# NORTHWEST PUBLIC SCHOOLS 2023-2024 District Calendar

## AUGUST

- 1-3 New Staff Inservice
- 7-9 Staff Inservice
- 10 1st Day of School

| August 2023 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    | 1  | 2  | 3  | 4  | 5  |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27          | 28 | 29 | 30 | 31 |    |    |

| September 2023 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    |    |    | 1  | 2  |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |

## SEPTEMBER

- 4 No School Labor Day
- 20-21 PT Conferences
- PK-8 Noon Dismissal
- High School 12:39 Dismissal
- 22 No School

## OCTOBER

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

| October 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| November 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 |    |    |

## NOVEMBER

- 22-24 No School - Thanksgiving

## DECEMBER

- 22 End of 2nd Quarter
- 25-31 No School Winter Break

| December 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |

| January 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

## JANUARY

- 1-2 No School Winter Break
- 3 No School Staff Inservice
- 4 Second Semester Begins
- 22 No School Staff Inservice

## FEBRUARY

- 7 PT Conferences 9-12
- 12:39 Dismissal
- 7-8 PT Conferences K-8
- Noon Dismissal
- 9 No School

| February 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |

| March 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

## MARCH

- 1 No School
- 6 End of 3rd Quarter
- K-8 No School
- 9-12 Noon Dismissal
- 7-8 No School
- 29 No School

## APRIL

- 1 No School
- 25 9-12 12:39 Dismissal
- 29 No School Staff Inservice

| April 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |

| May 2024 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

## MAY

- 10 High School Noon Dismissal
- 12 Commencement 2:00
- 15 Possible Last Day - Noon Dismissal
- 16 Staff Inservice

## JUNE

- 29-30

| June 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

| July 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 | 31 |    |    |    |

## JULY

- 1-7 Moratorium

| School Hours                          |  |
|---------------------------------------|--|
| Grades K-8                            |  |
| Monday - Friday 8:00 a.m. - 3:15 p.m. |  |
| Wednesday 8:00 a.m. - 2:00 p.m.       |  |
| High School                           |  |
| Monday - Friday 8:10 a.m. - 3:36 p.m. |  |
| Wednesday 8:10 a.m. - 2:23 p.m.       |  |



| Contact Information   |              |
|-----------------------|--------------|
| District Office       | 308-385-6398 |
| Cedar Hollow          | 308-385-6306 |
| 1R School             | 308-385-6352 |
| St Libory             | 308-687-6475 |
| Northwest High School | 308-385-6394 |

Adopted March 2023

## Student Policies

### **ATTENDANCE**

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

### **ABSENCE / TARDINESS**

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

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

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

Repeated tardiness may result in students making time up after school or may receive other disciplinary action. *Support agencies may be contacted if excessive tardiness occurs. After five tardies, parents will be sent a letter of concern and eight tardies will equate to a half day absence, with sixteen tardies resulting in a full-day absence.*

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

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

The school day will be divided into two sessions:

AM session: 8 - 11:30; PM session: 11:30 to 3:15.

Wednesday AM session: 8-11; Wednesday PM session: 11-2

If a student isn't at school for 2 hours during an AM or PM session, they are considered absent. Otherwise it is considered tardy.

### **Attendance Coding for PowerSchool**

|     |   |
|-----|---|
| A   | Absent                                    |
| V   | Verified absence (parent contact)         |
| U   | Unverified absence                        |
| VT  | Verified tardy (parent contact)           |
| T   | Tardy                                     |
| ED  | Early Departure                           |
| ILL | Ill (no doctor's note but called in sick) |
| D   | Doctor (requires note from doctor)        |
| N   | Nurse                                     |
| SA  | School activity                           |
| F   | Funeral                                   |

|     |                                      |
|-----|--------------------------------------|
| AA  | Administrative approval              |
| W   | Weather-related absence              |
| ISS | In-school suspension                 |
| OSS | Out-of-school suspension             |
| EXP | Expulsion                            |
| C   | Court (requires court documentation) |

### **ACCIDENTS**

If a student is involved in an at school accident they should report it as soon as possible to their teacher, the school nurse or principal.

### **ACTIVITIES**

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

### **AMERICANS WITH DISABILITIES ACT**

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

### **ARRIVAL TIMES**

Parents are encouraged not to send their child/children to school too early in the morning. The school does not provide playground supervision before school starts in the morning. Students are encouraged to enter the school between 7:45 a.m. and 7:55 a.m. School starts at 8:00 a.m. Students entering the building or classrooms after 8:00 a.m. will be considered tardy. Students will be allowed early entry to the school under certain circumstances.

### **ASBESTOS NOTICE**

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

### **ATHLETICS**

Seventh and eighth grade students are eligible to participate in athletics. At the Middle School level we offer volleyball, cross country, and football in the fall. In the winter we offer wrestling, girls and boys basketball, and cheerleading for 8th graders. Soccer and track are offered in the spring. Practice and game locations are determined yearly. Students who participate in athletic programs need a physical examination that is on file prior to practicing.

### **BAND**

Students in 5th through 8th grade may participate in Band. Our band instructor will visit with each of these grade levels at the beginning of the school year.

### **BULLYING**

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

### **CHANGE OF ADDRESS, PHONE NUMBER OR EMPLOYMENT**

If your address, phone number or place of employment changes at any time during the school year, please notify the office immediately. It is important to keep student records up to date so we can make sure parents receive

information mailed from school, and in case of an emergency, we are able to notify you without delay.

### **CHEATING ON TESTS / COPYING**

Students who cheat on tests, copy homework, plagiarize, text message, photograph and or scan test material, homework, research papers, etc. will receive zeros on said tests, quizzes, homework, etc. This includes students who give test answers, test material, homework, etc. to other students as well as the student receiving the material. A student may be given an alternative assignment / test, but the highest grade he / she can receive is a 50%. The administration, in conjunction with teachers, can treat certain issues differently on a case by case basis if deemed necessary by the administration.

### **CHILD ABUSE / NEGLECT / EXCESSIVE ABSENTEEISM**

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

### **CLASS PARTIES**

Class parties, and other enrichment activities are *privileges that students earn* by being responsible for their school work and citizenship. Parties are scheduled three times a year - a "Fall" party in October, a "Winter Holiday" party in December, and a "Valentines Day" party in February. Students who are behind in their studies or are being disciplined because of inappropriate behavior may be excluded from enrichment activities.

### **CLASSROOM TREATS**

If you wish to provide treats the following suggestions may help: individual packaged items, bakery items from a local grocery store, pre-packaged crackers, non-food items, etc. Please be aware and considerate of student food allergies such as those towards peanuts and tree nuts. We ask you to pre-arrange treats with the classroom teacher so alternative treats may be offered to those unable to participate. Treats will only be distributed to those students and staff in their assigned classroom.

### **CURRICULAR RESOURCES**

**ELA** – K-5 CKLA Amplfy, 6-8 StudySync2021

**Mathematics** - K-5 Eureka Math, 6-8 Big Ideas Math

**Social Studies** - K-3, 5 Studies Weekly, G4 - Nebraska Adventures, 6-8 TCI - History Alive

**Science** - K-2 PhD Science/Mystery Science, G3-5 PhD Science, 6-8 Open SciED and other OER

**Guidance** - K-8 Second Step

### **DESTRUCTION OR LOSS OF SCHOOL PROPERTY**

Students who lose, deface or destroy school property will be required to make financial restitution and or be subject to disciplinary action (i.e., loss of library privileges, loss of extracurricular eligibility). Students will be charged for damaged or lost chromebooks, chargers, ipads, textbooks, and library books, etc.. Locker decorations require administrative approval.

### **DRESS CODE - HYGIENE**

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. Clothing should be of a size or design that keeps a student's shoulders, midriff, back and undergarments covered at all times. (i.e. walking, sitting, raising arms or hands, etc.) Any headcovers are unacceptable during school hours. The administration may, by regulation, establish specific attire that is and is not permitted. A student with any attire or grooming that negatively affects the learning environment may be removed from the classroom for any length of time. Final decisions regarding student attire and grooming will be made by the school administration.

### **DRUG FREE SCHOOL AND CAMPUS POLICY**

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

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

**following:**

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

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

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

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

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

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

**TOBACCO / ALCOHOL AND OTHER DRUGS**

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

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced. Any Northwest Public School student who is found to be in violation of school policy, relating to the possession (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on Northwest Public Schools property or at other community sites), or when being transported in vehicles dispatched by the school district may



face notification of legal authorities. School administrators will file reports with the police for any student who violates the school's No Tobacco Policy.

### **ELECTRONIC DEVICES**

Cell phones and other electronic device use during the hours of 7:55-3:15 is prohibited at school unless used for educational purposes. Students may use the office phone and messages may be relayed through the secretary.

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

### **CHROMEBOOKS**

There are two things that need to be done before a chromebook is given out to your child. #1 The **(user loan agreement)** that needs to be filled out and signed by both the parent/guardian and student. #2 There is a \$25.00 fee which must be paid by all 6-8 students each year. If damage occurs there will be a \$25.00 repair cost, including lost or damaged chargers per incident. If you qualify for free / reduced lunches, you may fill out the waiver information and then this fee will be waived. The paperwork and fee can be taken care of any time before school starts, so feel free to stop by your child's school and take care of these two things. If you would like to make an on-line payment to Northwest you can use the following website: <https://eps.mypbanking.com/cgi-bin/efs/login.pl?access=55789>

### **Social Media Policy**

- Social networking sites and resources such as, but not limited to, Facebook, YouTube, Twitter, Instagram, etc. can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided certain guidelines are followed:
  - Follow the handbook etiquette guidelines and the school's code of conduct and Responsible Use Agreement when posting online. What is inappropriate in the classroom is also inappropriate digitally.
  - Be aware of intellectual property and guidelines and permissions when using pictures or other online content. It is a violation of copyright law to copy words or images without proper attribution or permission
  - If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately (during school hours).
  - All student online activity must be in compliance with the district's Responsible Use Agreement.
  - Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used.
- Northwest Public Schools strives to teach and model positive online activity and responsible digital citizenship.  
This includes:
  - Stressing the importance to staff and students of building a positive online presence.
  - Integrating digital citizenship instruction and modeling across the curriculum.

- Using social media to promote learning. Consequences for Violation. Violations of these rules may result in disciplinary action, as noted in the Code of Conduct section within the Activities Handbook.

### **EMERGENCY DRILLS**

To ensure the safety of our students and staff, periodic drills will be conducted for the purpose of educating everyone in the event of an unsafe situation. **Fire Drills:** Students will be escorted to pre-determined locations outside of the building. **Tornado Drills:** Students will be escorted to areas pre-determined to be the safest locations within the building. **Lockdown Drills:** Student and staff safety is always our priority. We will follow our protocols during these drills.

### **EXTRACURRICULAR ACTIVITIES (PARTICIPATION / ELIGIBILITY)**

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

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

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

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

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

Upon losing eligibility, the following steps will be taken:

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

coaches and administration.

### **FIELD TRIPS / ASSEMBLY PROGRAMS or ENRICHMENT ACTIVITIES**

Field trips, special projects and other enrichment activities are *privileges that students earn* by being responsible for their school work and citizenship. *No other children are allowed to accompany a parent or guardian on a field trip. Some field trips may not allow for parental participation.* Students who are behind in their studies or are being disciplined because of inappropriate behavior may be excluded from enrichment activities.

### **FIREARMS AND WEAPONS**

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

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

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

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

### **GIFTS**

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

### **GRIEVANCE PROCEDURE**

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

### **GUIDANCE**

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

### **GUM AND CANDY**

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

### **GYM BAGS AND / OR BACKPACKS**

Students are to keep gym bags and backpacks in their lockers during the day. Students may access their lockers

between class periods to retrieve materials needed for their next class period.

## **HEALTH RELATED ISSUES**

### **Asthma Protocol**

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

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

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

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

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

### **Illness During School Hours**

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

### **Immunizations**

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

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

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

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

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

### **Medication**

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

### **Physical Examinations**

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

### **Control of Communicable Disease**

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

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

### **Policy Concerning AIDS:**

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

For the protection of the AIDS infected child and the other children in the district, it is the

responsibility of the parent/guardian to inform the district of the positive HIV diagnosis of a district student.

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

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

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

### **HEALTH SERVICES**

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

### **HONOR ROLL**

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

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

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 coats, jackets, hoodies, etc.** Throughout the year the

lost and found box is reorganized and unclaimed items are donated to a local organization.

### **LUNCH PROGRAM**

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

#### **2023-24 Pricing**

K-5 \$3.10

6-12 \$3.25

Adult \$4.30

Extras:

Milk \$0.50

Extra Fruit/Vegetable \$0.75

Extra Entree \$2.00

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

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

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

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

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

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

This institution is an equal opportunity provider.

### **POP / FAST FOOD**

***Pop/soda is not allowed in the lunchroom during the noon lunch period. Please note that our lunch program also prohibits the bringing in of outside fast food during the lunch periods (McDonalds, Burger King, Pizza Hut, Taco Bell, etc.)*** Parents wishing to eat with their child must notify the school in advance. Parents will be required to pay the adult lunch price.

### **LUNCHROOM EXPECTATIONS**

1. Stand in the lunch line quietly and keep your hands to yourself.
2. Talk quietly to the person next to you.
3. Stay in your own space. Keep your hands to yourself and your feet under your table.

4. Raise your hand to receive permission to leave the table.
5. Leave the place at and around you neat when you finish.
6. Do not throw or play around with your food.
7. Respect the lunchroom supervisors and cooks.

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

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

### **MILK PROGRAM**

A milk break program is offered in kindergarten. Participating students will be charged 50¢ per carton of milk, which will be deducted from their lunch account. Participation in the program is voluntary.

### **NOTICE OF NONDISCRIMINATION**

The Northwest Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Dr. Jeffrey E. Edwards, Superintendent, 2710 N. North Road, Grand Island, NE 68803  
[jedwards@ginorthwest.org](mailto:jedwards@ginorthwest.org).

Employees and Others: Natalie Nielsen, Human Resources Director, 2710 N. North Road, Grand Island, NE 68803  
[nnielsen@ginorthwest.org](mailto:nnielsen@ginorthwest.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

### **PAMPHLETS / BULLETINS / POSTERS**

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

### **PARENT RESPONSIBILITY - AFTER SCHOOL**

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

Unless a student is involved in a school sponsored after school activity, no student is authorized to remain on school premises after 3:45 pm (2:30 pm on Wednesdays). Violations of this policy will be dealt with as follows:

- A. First occurrence per quarter - Parents will be notified by mail of the violation of this policy.
- B. Second offense per quarter - Parents will be notified by certified mail, return receipt requested with an admonition that a further occurrence in the quarter would result in notification being made to the County Sheriff, County Attorney, Department of School Services, or any other appropriate agency.
- C. Third offense per quarter - Notification that a third offense has occurred will be made by certified mail, return receipt requested, to the parent, and such will be sent to the appropriate agency as enumerated in



this policy. The parent will, by the third notice, also be admonished that any further policy violation in that quarter will result in school personnel requesting the appropriate officials to take custody of the child.

- D. Fourth offense per quarter - Will result in the school requesting the appropriate agency to take custody of the child. The parent will be informed by the appropriate school personnel of any such request, having been made, when it was made, in the manner it was made, and to whom it was made.

**Verification of Student on School Premises**  
**After 3:45 pm (2:30 pm on Wednesdays)**

Student Name \_\_\_\_\_  
First Occurrence Date \_\_\_\_\_  
Second Occurrence Date \_\_\_\_\_  
Third Occurrence Date \_\_\_\_\_  
Fourth Occurrence Date \_\_\_\_\_

**PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held twice a year. Additional parent-teacher conferences may be arranged as deemed necessary by staff or as requested by parents. Under the Family Educational Rights and Privacy Act (FERPA) we cannot share academic information with anyone other than biological parents or documented legal guardians. While we value and recognize it takes a community to raise a child, we cannot share academic information outside these parameters (including stepparents, grandparents, siblings, aunts, uncles, boyfriends or girlfriends etc.)

**PETS AND LIVE ANIMALS**

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

**PRIVATE PARTY INVITATIONS**

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

**PROMOTION AND RETENTION**

Reference Northwest Public School Board (Policy 5201)

**RACIAL AND SEXUAL HARASSMENT POLICY**

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

**Racial Harassment**

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

Racial harassment may include but is not limited to:

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

- Threats or physical attacks against an individual due to his/her race and/or ethnic identity.

### **Sexual Harassment**

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

- Deliberate touching of body parts, pinching, attempting to fondle or kiss
- Sexually demeaning comments or verbal comments about body parts and or clothing
- Name calling or spreading rumors regarding sexual activity
- Stares, leers, or unwanted suggestive looks
- “Dirty” jokes or unwanted sexual teasing
- Gestures with the hands on body parts
- Following, cornering, blocking, or standing too close
- Conversations that are too personal
- Graffiti that is sexual in nature
- Howling, catcalls, or whistles
- Pressure for dates or sex
- Verbal threats of violence, sexual contact, or coercion

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

Any student, parent, and or employee of the Northwest Public School System who believes such a situation exists as defined by this policy should contact a teacher, the principal, or Superintendent. The principal at his or her discretion may attempt to resolve allegations of harassment (racial, sexual or otherwise) informally. All matters involving a sexual harassment grievance will remain confidential to the maximum extent possible. All formal sexual harassment grievances must be filed on forms provided by Northwest School District Policy. Formal complaint forms are available in the school office. (Northwest Board Policy #403B)

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

### **RECESS**

We strive to make recess safe and enjoyable for all students. All students (K-5) participate in at least one scheduled daily recess period and sometimes more, depending on their classroom. Therefore, you will want to make sure that your child is dressed appropriately for the ever-changing Nebraska weather conditions. Layering clothing is the best option for cold mornings and hot afternoons. During inclement weather (rain or severe wind chill conditions) students will have indoor recess. Please note that during school hours our playground is not accessible to the public due to the safety and protection of the students. Physical activity and student socialization is an important part of recess. Students are required to participate in recess and will not be excused from participation without a doctor’s note verifying the reason. Students may be held from recess due to academic assistance, completion of assignments, or misconduct.

### **RECORDING OF OTHERS**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent’s designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

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

#### ***POWER GRADE IS ACCESSIBLE ON LINE FOR GRADES - 6th, 7th and 8th***

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

percentages indicate grade range: (I = Incomplete)

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

Report cards are available through the PowerSchool Portal and the end of each quarter and the conclusion of the year.

### **Standards Based Grading in Kindergarten - 5th grade**

At Northwest Public Schools, learning standards are the standards and indicators approved by the Nebraska State Board of Education. NWPS has moved to using a standards-based report card at the elementary level.

These are rigorous curriculum standards and the goal is for all students to be proficient on all learning standards at each grade level. A standards-based report card gives parents specific information about whether a student has met those standards. NWPS has moved to using a standards-based report card at the elementary level (K-5).

Communicating specifically about each standard rather than combining everything into one symbol helps NWPS communicate clearly about learning with students, parents and our community. Most importantly, there is a worldwide consensus among education experts that standards-based reporting increases the focus on learning.

A standards-based report card...

- Measures a student's achievement in relation to the standards rather than by averaging grades
- Gives more detail and accurate information about a student's academic achievement
- Provides clarity and consistency for reporting achievement on learning standards within NWPS

The marks on the report card are determined by classroom assessments combined with teacher judgement to represent an achievement level at a given point in time.

### **Grade Level Performance Levels**

**E** - Student excels in grade-level skills and concepts. Demonstrates excellence in thinking, complex questioning, an advanced skill development on grade level standards on a consistent basis.

**P** - Student has reached proficiency for that particular standard. Demonstrates sufficient understanding of important concepts, ideas and/or skills.

**D** – Student is developing an understanding; but has yet to demonstrate proficiency of the standard. Demonstrates partial, but limited understanding of important concepts, ideas and/or skills.

**B** – Student is beginning the progress toward proficiency for a standard. Demonstrates an incomplete understanding(partial or not at all); needs significant support and guidance.

*NA - Standard was not assessed that quarter*

### **Research-Based Grading Practices**

**Standards-based reporting follows these grading practices:**

**Grades are consistent.**

- Grades are based on grade-level learning standards.
- Grades are based on quality assessments.

**Grades are accurate.**

- Grades for academic learning standards reflect student achievement only. Behaviors (e.g., effort, participation, adherence to class rules, attendance) are important but graded separately.

- Grades are based only on individual achievement, even if a student is involved with group work.

### **Grades are meaningful.**

- Teachers use the most recent achievement data to determine grades.
- Zeroes are not used in place of missing or incomplete work.

### **Grades support learning.**

- Formative assessment and practice are used to collect evidence that learning is occurring, not to determine grades.
- Students have multiple opportunities to demonstrate their learning.
- Students should know from the beginning how grades will be determined. The learning targets are clear and there are no surprises on assessments.

## **REQUIRED REGULAR CURRICULAR ACTIVITIES**

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

## **SEARCH AND SEIZURE**

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following rules shall apply to the search and the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation.
2. Illegal items or other items reasonably determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practical.
3. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

(Board Policy #5046, Article 5).

## **SCHOOL CLOSINGS**

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

## **SCHOOL HOURS**

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

## **SCHOOL VISITATION**

For security reasons, please call ahead of time and use the buzzer system upon arrival to the building.

## **SPECIAL DELIVERIES / GIFTS TO STUDENTS**

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

## **STUDENT DATING**

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

Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where

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

### **STUDENT FEE POLICY**

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

### **STUDENT DISCIPLINE**

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

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

### **GROUND FOR SHORT & LONG-TERM SUSPENSION, EXPULSION AND MANDATORY REASSIGNMENT**

The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational

function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

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

#### **PROCEDURES FOR SHORT-TERM SUSPENSION**

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

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

student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

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

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

- a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
- b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.
- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
  - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
  - (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
  - (3) A statement explaining the student's right to a hearing.
  - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
- d. Nothing in this policy shall preclude the student, student's parents, guardians or representatives from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
- f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

### **HEARING PROCEDURE**

- a. **Hearing Officer.** The hearing officer shall be any person designated by the superintendent. The hearing officer shall be any individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- b. **Administrative Representative.** The principal may appoint an administrative representative to present the facts and evidence. Such administrative representatives may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- c. **Notice of Hearing.** If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The

hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

- d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue, from time to time, the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
- e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.
- f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such a case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students
- g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.
- m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter.

Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof



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

### **GRIEVANCE PROCEDURE**

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

#### **Definitions:**

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

### **STUDENT PERMANENT SCHOOL RECORDS**

The following guidelines govern student records:

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

### **TOYS AND NON-SCHOOL ITEMS**

Bats, balls, toy guns, knives, trading cards and student valuables of any kind etc., are not to be brought to school unless the student has permission from their classroom teacher. Once again, if your child doesn't need it for school, don't let them bring it to school. Fidgets are items that are similar to toys, however, can serve an educational purpose for some children who may need help with focus and attention. All fidgets will be provided by the school and should not be brought from home (this includes spinners). The school is not responsible for these items being lost or damaged.

### **TELEPHONE CALLS**

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

## **DISTRICT, STATE AND FEDERAL PROGRAMS**

## **STUDENT FEE POLICY**

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

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

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

## **NORTHWEST PUBLIC SCHOOLS HOT LUNCH PROGRAM**

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

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

Northwest Public Schools lunch program is conducted as an "offer versus serve" program and is approved by the Nebraska Department of Education. "Offer versus serve" requires schools to offer meat, vegetables, fruit, bread and milk with each meal. Students may elect to take five of the items offered or as few as three. Students who elect to take only three or four of the five items offered will be charged the full price of a regular meal.

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

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

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

Federal Government Hot Lunch Program regulations prohibit Northwest Public Schools from selling pop, candy,

gum, etc. during lunch periods. Students who are not eating lunch are to report to the old gym or cafeteria during their lunch period. Northwest High School is a closed campus. Students may not leave the building during their lunch period.

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

### **ENROLLMENT OPTION**

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

### **TITLE IX NON-DISCRIMINATION**

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

#### **Under Federal Law schools cannot:**

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

#### **Title IX Laws allow schools to:**

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

### **PARENTAL RIGHT TO INFORMATION**

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

### **PARENT NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION**

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

may do so by contacting the Central Office.

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the public school that they do not want their student’s information disclosed without their prior written consent. If you do not want Northwest High School to disclose directory information from your child’s education records without your prior written consent, you must notify the school’s Central Office in writing by the end of the first week of the first semester, or for new students, within the first week of enrollment. Northwest High School has designated the following information as directory information:

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

**SPECIAL EDUCATION TESTING AND SERVICES**

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

**PARENT NOTICE CONCERNING STAFF QUALIFICATIONS:**

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

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

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

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

**Parent Notice Concerning Staff Qualifications if Student is Taught for Four or More Consecutive Weeks by a**

### **Teacher Without Required**

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

### **STUDENT PRIVACY PROTECTION**

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

#### **A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties**

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

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

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

#### **C. Right of Parents to Inspect Instructional Materials**

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other education responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

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

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

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

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or post secondary education recruitment, or military recruitment; (ii) book clubs,

magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

G. Annual Parental Notification of Student Privacy Protection Policy

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

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

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

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

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

Definition of Surveys of Matters Deemed to be Sensitive

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

1. political affiliations or beliefs of the student or the student’s parent;
2. mental or psychological problems of the student or the student’s parent;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;

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

## **HOMELESS STUDENTS POLICY**

### **Homeless Children**

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

### **No Stigmatization or Segregation of Homeless Students**

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

### **Homeless Coordinator**

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

### **Enrollment of and Services to Homeless Children**

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

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

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

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless

Coordinator in the case of an unaccompanied youth, as follows: (i) if the homeless child's school of origin is in the Northwest Public School District, and the homeless child continues to live in the Northwest Public School District, transportation to and from the school or origin shall be provided by the Northwest Public School District; and (ii) if the homeless child lives in a school other than the Northwest Public School District, but continues to attend the Northwest Public School District based on it being the school of origin, the new school and the Northwest Public School District shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin, and if they are unable to agree, the responsibility and costs for transportation shall be shared equally.

#### **PARENTAL INVOLVEMENT IN SCHOOLS**

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

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

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

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

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

Adopted June 11, 2012



**2023 / 2024 Northwest School District Staff Members**

| <b>1R (K-8)</b>                                  | <b>St. Libory (K-8)</b>                           | <b>Cedar Hollow (K-8)</b>   |
|--|---|---|
| K - Tammy Chohon                                 | K - Miranda Studley                               | K - Marci Earll   |
| 1 - Jenny Bahe                                   | 1 - Emily Neidfelt                                | K - Molly Nicol   |
| 2 - Kelli Wemhoff                                | 2 - Maddie Mazour                                 | 1 - Emily Rush  |
| 3 - Mallory Cacy                                 | 3 - Jenny Manivong                                | 1 - Tami Wissing  |
| 4 - Joel Hope                                    | 4 - Katie Pfanstiel                               | 2 - Danielle Sloan  |
| 5 - Margaret Wagner                              | 5 - Kirsten Pullen                                | 2 - Kayla Stutzman  |
| Special Services -<br>Kelly Olesen, Kenzie Jarvi | Special Services - Sara Olsen,<br>Natalie Husmann | 3 - Hannah Gloe   |
| <b>Middle School (6-8)</b>                       | <b>Middle School (6-8)</b>                        | 3 - Andrea Ritzdorf   |
| ELA- Geri Pagel                                  | ELA - Carol Jurgensmier                           | 4 - Ashley Spotanski  |
| Math - Bobbi Byerly                              | Math - Nichole Poland                             | 4 - Nikki Janulewicz  |
| Science - Joel Shafer                            | Science - Joel Shafer                             | 5 - Becky Barber  |
| Social Studies - Jake Herrmann                   | Social Studies - Jake Herrmann                    | 5 - Heather Gosda   |
| Technology - Randa Felske                        | Technology - Randa Felske                         | Special Services - Bailey Bryant,<br>Kimberly Terry, Kyla Fuchtmann,<br>Raquel Roth |
| P. E. - Clint Simmons                            | P. E. - Clint Simmons                             | <b>Middle School (6-8)</b>  |
| K-5 Music - Janae Liberty                        | K-5 Music - Janae Liberty                         | ELA- Skyler Jenkins, Molly Mills  |
| 6-8 Music - Kari Vyhldal                         | 6-8 Music - Kari Vyhldal                          | Math - Amber Clausen  |
| Band - Tim Meyer                                 | Band - Tim Meyer                                  | Science - Scott Schaefer  |
| Art - Kelsi Amen                                 | Art - Kelsi Amen                                  | Social Studies - Jake Ritzdorf  |
| Careers -Stacie Loeffelholz                      | Careers - Stacie Loeffelholz                      | Technology - Randa Felske   |
|  | Title One - Matt Stepanek                         | P. E. - Haley Beckstead   |
| School Psychologist- Jackie Engel                | School Psychologist - Jackie<br>Engel             | Music - Desma Hamilton  |
|  |   | Band - Tim Meyer  |
|  |   | Art - Kelsi Amen  |
|  |   | Careers - Stacie Loeffelholz  |
|  |   | School Psychologist - Casie Olsen   |

**RECEIPT OF THE 2023 /2024 STUDENT HANDBOOK  
OF NORTHWEST PUBLIC SCHOOLS**

The Student Handbook can also be viewed on-line at [www.ginorthwest.org](http://www.ginorthwest.org) under the ‘students’ tab. We are asking you to consider using the internet to access and review the 2023-2024 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search the handbook when you have questions throughout the school year. Thank you for considering this use of technology to improve school-home communication.

- This signed receipt acknowledges receipt of the 2023 /2024 Parent-Student Handbook of Northwest Public Schools.
- The receipt acknowledges understanding that the handbook contains student conduct and discipline rules.
- The undersigned, as student, agrees to follow such conduct and discipline rules.
- The receipt also serves to acknowledge understanding that the district’s policies of non-discrimination and equity exist in the handbook, and that specific complaint and grievance procedures exist therein which should be followed and used to respond to any complaints of harassment or discrimination.
- This signed receipt further acknowledges receipt of the District and Personal Technology policies in the Parent-Student Handbook. **The parents (check one) \_\_\_\_\_ DO or \_\_\_\_\_ DO NOT give permission for the student to access network computer services and accept responsibility for such use and any consequences and liability, and the student agrees to fully comply with such policy.**

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

**Please complete the information below and return to your children’s school by Friday, August 25, 2023.**

\_\_\_\_\_ **We received a copy of the 2023 / 2024 Student Handbook or have viewed it on-line.**

**Printed student(s) name** \_\_\_\_\_

**Grade Level(s) for 2023 / 2024** \_\_\_\_\_

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

**Student(s) signature** \_\_\_\_\_

**Today’s Date** \_\_\_\_\_

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

**Today’s Date** \_\_\_\_\_