

Agenda

1. Join Zoom Meeting:
<https://zoom.us/j/94029478917?pwd=cHIxS3c3eHAwR1hEclFwUGxqY3VuZz09>
2. Call to Order
 1. Roll Call
 2. Declaration of a Legal Meeting
3. Public Comments & Communication
4. Information and Discussion Items
 1. Finance & Facilities Report
 2. Teaching & Learning Report
 3. Student Services Report
 4. Human Resources & Accreditation Report
 5. Superintendent's Report
5. Committee Reports
 1. Facilities & Finance Committee Report
 2. Policy Committee Report
 3. Multicultural Report
 4. American Civics Committee Report
6. Approve Consent Agenda
 1. Minutes of Previous Meetings
 2. Personnel
 1. Contract Approval
 2. Resignations
 3. Claims
7. Action Items
 1. Discuss, consider and take action to approve the updated Administrative Rule regarding homework
 2. Discuss, consider and take action to approve the 2020-2021 Senior High Student Handbook
 3. Discuss, consider and take action to approve the 2020-2021 Little Panthers Preschool Handbook
 4. Discuss, consider and take action to approve the 2020-2021 classified staff handbook
 - 5.
 6. Discuss, consider and take action to approve the second and final reading of Board policies 5008 (Attendance), 5415 (Anti-bullying), 5416 (Student Fees), 5417 (School Wellness), 6370 (Multicultural Education), 6400 (Parent/Community Involvement in Schools), and 6410 (Combined District and School Title I Parent and Family Engagement Policy)
 - 7.
 - 8.

9. Discuss, consider and take action to approve the second and final reading of policy 5208
(High School Credit for Middle School Courses)
- 10.
11. Discuss, consider and take action to approve the first reading of Board Policy 6210
(Curriculum - Development and Adoption)
8. Future Meetings
9. Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless
Injury to the Reputation of an Individual
 1. Convene Executive Session -- If Needed to Protect the Interest of the District or to
Prevent Needless Injury to the Reputation of an Individual.
 2. Reconvene Meeting from Executive Session
 3. Approval of Any Action Deemed Necessary as a Result of Executive Session
10. Adjournment

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending May 31, 2020

Fund/Account	2019-2020 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$5,550,059.16	\$244,403.29	\$282,678.42	\$5,511,784.03	
SPECIAL BUILDING FUND (2)	\$3,313,639.07	\$309,308.44	\$71,376.00	\$3,551,571.51	
DEPRECIATION RESERVE FUND (2)	\$6,418,788.17	\$1,875.47	\$0.00	\$6,420,663.64	
ACTIVITIES ACCOUNT (2)	\$812,883.94	\$34,054.09	\$28,949.19	\$817,988.84	
SUBSIDIARY ACCOUNT (2)	\$333,855.25	\$39,061.89	\$51,208.92	\$321,708.22	
GENERAL FUND (1)	\$11,276,555.38	\$8,329,565.49	3,506,479.35	\$16,099,641.52	
PAYROLL ACCOUNT (2)	\$5,014.05	\$3,213,892.58	\$3,213,200.85	\$5,705.78	
SCHOOL LUNCH FUND (2)	\$575,839.80	\$358,758.54	\$259,997.03	\$674,601.31	
BOND FUND (2)	\$2,870,523.25	\$465,880.09	\$62,081.25	\$3,274,322.09	
COOPERATIVE FUND (2)	\$253,753.78	\$54,999.59	\$11,754.55	\$296,998.82	
EMPLOYEE BENEFIT FUND (2)	\$5,589.70	\$3.82	\$0.00	\$5,593.52	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$347,999.02	\$94.74	\$0.00	\$348,093.76	
CONVENIENCE FEE FUND (2)	\$7,015.70	\$118.80	\$105.41	\$7,029.09	
STUDENT FEE FUND (2)	\$352,672.89	\$6,228.61	\$2,443.22	\$356,458.28	
TOTAL ALL FUNDS	\$32,124,189.16	\$13,058,245.44	\$7,490,274.19	\$37,692,160.41	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$16,099,641.52	
(2) ELKHORN VALLEY BANK				\$18,318,196.80	
(2) MIDWEST BANK				\$3,274,322.09	
TOTAL BALANCES				\$37,692,160.41	

MAY 2020 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	ASSETGENIE, INC	CB PARTS	13 2900 610 2 230 001	\$1,327.75
2	ASSETGENIE, INC Total			\$1,327.75
3	CUSTOM SPORTS	PANTHER SHIRTS	13 2900 610 2 529 001	\$240.00
4		SOCKS/BELTS	13 2900 610 2 558 001	\$1,080.00
5	CUSTOM SPORTS Total			\$1,320.00
6	DEAHN, LOGAN	JUDGE FEE	13 2900 610 2 556 001	\$50.00
7	DEAHN, LOGAN Total			\$50.00
8	ELKHORN FEED CENTER	CALF SUPPLIES	13 2900 610 2 628 001	\$64.85
9	ELKHORN FEED CENTER Total			\$64.85
10	ELKHORN VALLEY BANK	STOP PAYMENT FEE	13 2900 610 2 514 001	\$20.00
11	ELKHORN VALLEY BANK Total			\$20.00
12	HAUFF SPORTS	RIM REPLACEMENT	13 2900 610 2 513 001	\$398.00
13	HAUFF SPORTS Total			\$398.00
14	LINE DRIVE INC.	POPCORN FUNDRAISER	13 2900 610 2 514 001	\$879.00
15	LINE DRIVE INC. Total			\$879.00
16	NEBRASKA FFA FOUNDATION	STATE FAIR SPONSORSHIP	13 2900 610 2 276 001	\$60.00
17	NEBRASKA FFA FOUNDATION Total			\$60.00
18	NPS GENERAL FUND	18/19 & 19/20 SUB & BUS/DRIVER	13 2900 610 2 618 001	\$5,014.61
19		ANDERSON GRANT-TURF PAINT	13 2900 610 2 280 001	\$63.00
20		D.SCHRECK SPONSOR PAYMENT #6	13 2900 610 2 285 001	\$164.26
21	NPS GENERAL FUND Total			\$5,241.87
22	NPS STUDENT FEES ACCOUNT	19/20 UNIFORM RENTAL	13 2900 610 2 517 001	\$2,125.00
23		19/20 UNIFORM RENTAL	13 2900 610 2 556 001	\$1,050.00
24		ONLINE FEES PAID	13 2900 610 2 598 001	\$1,171.50
25		REIMB FOR JACKETS PURCHASED IN	13 2900 610 2 556 001	\$2,969.83
26	NPS STUDENT FEES ACCOUNT Total			\$7,316.33
27	OMNI CHEER	SOCKS/BOWS	13 2900 610 2 517 001	\$215.16
28		WHITE POMS	13 2900 610 2 517 001	\$217.92
29	OMNI CHEER Total			\$433.08
30	ONE OFFICE SOLUTION	CARD STOCK PAPER	13 2900 610 2 597 001	\$27.90
31	ONE OFFICE SOLUTION Total			\$27.90
32	PETERSON MFG CO; INC	CONCRETE BENCH-FOUNDATION	13 2900 610 2 529 001	\$6,055.00
33	PETERSON MFG CO; INC Total			\$6,055.00

34	RYDIN DECAL	20/21 PARKING TAGS	13 2900 610 2 506 001	\$607.70
35	RYDIN DECAL Total			\$607.70
36	SPARKS, MARLANDO	JUDGE FEE	13 2900 610 2 556 001	\$50.00
37	SPARKS, MARLANDO Total			\$50.00
38	STADIUM SPORTS	HAT EMBROIDERY	13 2900 610 2 231 001	\$60.00
39		PRACTICE JERSEYS	13 2900 610 2 528 001	\$114.00
40		WRIST BANDS	13 2900 610 2 551 001	\$400.00
41	STADIUM SPORTS Total			\$574.00
42	TEECO INC	WATER COOLER	13 2900 610 2 500 001	\$24.50
43	TEECO INC Total			\$24.50
44	VISA	CREALITY-MUNSON GRANT	13 2900 610 2 280 001	\$500.00
45		CREALITY-MUNSON GRANT OVERAGE	13 2900 610 2 503 001	\$11.91
46		FRANKLIN'S-MEETING MEAL	13 2900 610 2 597 001	\$47.50
47		HASTREITER GRANT OVERAGE	13 2900 610 2 503 001	\$3.73
48		HASTREITER-READING BOOKS	13 2900 610 2 280 001	\$49.10
49		HOBBY LOBBY-FABRIC FOR	13 2900 610 2 597 001	\$30.30
50		HYVEE-OFFICE SUPPLIES	13 2900 610 2 503 001	\$8.96
51		WALMART/TARGET-SANITIZER &	13 2900 610 2 503 001	\$20.21
52	VISA Total			\$671.71
53	WINNERS CIRCLE	4 YEAR ALL ACADEMIC AWARDS	13 2900 610 2 503 001	\$318.50
54		MEDALS	13 2900 610 2 554 001	\$3,900.00
55		SENIOR AWARDS	13 2900 610 2 551 001	\$42.00
56	WINNERS CIRCLE Total			\$4,260.50
57	Grand Total			\$29,382.19

MAY 2020 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	STADIUM SPORTS	TRACK JACKETS FOR COACHES	14 2900 610 2 873 002	\$441.00
2	STADIUM SPORTS Total			\$441.00
3	TEECO INC	WATER COOLER RENTAL	14 2900 610 2 838 002	\$5.00
4	TEECO INC Total			\$5.00
5	Grand Total			\$446.00

MAY 2020 SUBSIDIARY EXPENDITURES

1	BELINA, ROBIN	REFUND FOR CASH DEPOSIT	05 2900 610 0 050 000	\$20.00
2	BELINA, ROBIN Total			\$20.00
3	GOETSCH, COURTNEY	REFUND FOR CASH DEPOSIT	05 2900 610 0 050 000	\$20.00
4	GOETSCH, COURTNEY Total			\$20.00
5	HATCH, ASHLEY	REFUND FOR CASH DEPOSIT	05 2900 610 0 050 000	\$20.00
6	HATCH, ASHLEY Total			\$20.00
7	HERNANDEZ, JENNIFER	REFUND FOR CASH DEPOSIT	05 2900 610 0 050 000	\$20.00
8	HERNANDEZ, JENNIFER Total			\$20.00
9	HOLTZ, MATTHEW & JEANETTE	SEESAW FOR SCHOOLS	05 2900 610 0 051 000	\$13.31
10	HOLTZ, MATTHEW & JEANETTE Total			\$13.31
11	HOPKINS, SHELBY	REFUND FOR CASH DEPOSIT	05 2900 610 0 050 000	\$20.00
12	HOPKINS, SHELBY Total			\$20.00
13	LONESTAR PERCUSSION	SYNTHETIC XYLOPHONE	05 2900 610 0 098 000	\$2,472.00
14	LONESTAR PERCUSSION Total			\$2,472.00
15	MADISON NATIONAL LIFE	BASIC LIFE INSUR FOR RETIREES	05 2900 610 0 090 000	\$522.74
16	MADISON NATIONAL LIFE Total			\$522.74
17	MCINTOSH, TAYLOR	REFUND FOR CASH DEPOSIT	05 2900 610 0 050 000	\$20.00
18	MCINTOSH, TAYLOR Total			\$20.00
19	NIEMANN, TAYLOR	REFUND FOR CASH DEPOSIT	05 2900 610 0 050 000	\$20.00
20	NIEMANN, TAYLOR Total			\$20.00
21	NPS STUDENT FEES ACCOUNT	AFTERSHOCK A PINKSTON	05 2900 610 0 050 000	\$25.00
22		AFTERSHOCK FINNIAN BARRETT	05 2900 610 0 050 000	\$50.00
23		ORCH INSTR RENT A WRIGHT	05 2900 610 0 050 000	\$25.00
24		ORCH INSTR RENT ELLA SMITH	05 2900 610 0 050 000	\$25.00
25	NPS STUDENT FEES ACCOUNT Total			\$125.00
26	NPS-FOUNDATION	UNUSED GRANT MONEY 6TH LA	05 2900 610 0 040 000	\$53.32
27	NPS-FOUNDATION Total			\$53.32
28	SEESAW	SEESAW FOR SCHOOLS	05 2900 610 0 069 000	\$902.00
29	SEESAW Total			\$902.00
30	SUHR, ANDREA	REFUND FOR CASH DEPOSIT	05 2900 610 0 050 000	\$20.00
31	SUHR, ANDREA Total			\$20.00
32	TEECO INC	WATER SERVICES	05 2900 610 0 073 000	\$180.43
33	TEECO INC Total			\$180.43

34	VISA	AMAZON GAMES #49	05 2900 610 0 040 000	\$90.10
35			05 2900 610 0 058 000	\$331.17
36		DONUTS #20	05 2900 610 0 050 000	\$19.00
37		PLANK ROAD PUBLISHING #42	05 2900 610 0 058 000	\$58.48
38		SCHOLASTIC LINGENFELTER/CRONIN	05 2900 610 0 061 000	\$71.21
39		TEACHERS PAY TEACHERS #49	05 2900 610 0 040 000	\$59.00
40		WALMART SUPPLIES #21	05 2900 610 0 093 000	\$1,133.91
41	VISA Total			\$1,762.87
42	Grand Total			\$6,191.67

Supt Report 6-8-2020 Board Meeting

Graduation Options:

Previously we indicated that we would offer three graduation options on July 26th depending upon the Directed Health Measures that are in place at that time: a full (traditional) graduation ceremony at 2:00 PM in the Senior High gym, multiple, smaller graduation ceremonies throughout the day, or a virtual ceremony-with no on-site participants.

Due to the recent changes to the DHMs we would like to offer a fourth option: a full (traditional) ceremony at Skyview Lake, with appropriate safety precautions and social distancing in place...at 2:00 on July 26th. The City has tentatively reserved the stage area for us; however, we still need to create a detailed plan for the City and the ELHVPH's approval. Masks have been ordered for our graduates who would be seated in chairs 6 feet apart. Families would bring their own chairs and be expected to sit in groups 6 feet apart from others on the grassy hill. Other details (such as whether family members need to wear masks) will need to be worked out with the ELVPHD.

As noted previously, we will make a final determination regarding which type of ceremony will be held at our Board meeting on July 13th. If the Skyview Lake option is chosen, it will be dependent upon the weather, with one of the other options designated as a back-up. Regardless, parents can plan on a celebration on July 26th and there is now some hope that we could have a full, traditional ceremony for our seniors and their families!

Fall Planning

I have formed a COVID-19 Return to School and Pandemic Response Committee that is developing plans for school in the fall, based upon information provided by the Center for Disease Control (CDC) and the Nebraska Department of Education (NDE). This committee includes all of our principals and central office administrators, a school nurse and a building secretary, several teachers and parents, and individuals with expertise pertaining to activities, facilities, transportation, and technology.

In addition, subcommittees have been formed to draft plans specific to the following areas: Technology, Facilities and Operations, Wellness, Transitions, Instruction, Staffing, Transportation, Communication, Special Programs, and Extracurricular Activities.

Their purpose is to provide a framework for the return of students to Norfolk Public Schools' facilities in a manner that maximizes student safety and learning...keeping in mind that their plans must be dynamic in nature. In other words, the plans will need to be adapted and updated throughout the pandemic, based upon COVID incidences within our community and guidance from local, state and federal government and health officials.

At this point, the committees are developing plans, based upon the following re-opening scenarios:

Scenario A: All students return to the school campus on August 13, 2020

Community health conditions warrant a return to school on campus, with appropriate safety precautions in place.

Scenario B: Delayed start of the school until after Labor Day

Community health conditions warrant a delayed start to the school year, based on the rationale that waiting a few additional weeks will allow school to resume with on-site/in-person instruction.

Scenario C: Hybrid Model with a combination of on-site/in-person instruction and remote (home-based) learning opportunities

Community health conditions warrant social distancing practices that can only be obtained with smaller class sizes. An alternate schedule will be communicated to staff and families where students alternate on-site and remote learning.

Scenario D: Remote Learning

Community health conditions warrant an extended closure of school. All student learning will occur remotely through enhanced home-based learning opportunities.

Scenario E: Intermittent Short-Term Closure

Due to a staff or student’s COVID status, a short-term (2-5 day) closure is warranted, in order to clean, disinfect and contact-trace potential COVID exposures. Remote (home-based) learning opportunities may be reinstated, depending upon the length of the closure.

The appropriate scenario would carefully be chosen based upon the following tiered model, which provides the district with safety guidelines, where actions become progressively more rigorous based upon conditions within the school and community.

Tier I	Minimal or No Risk of Spread is Present within Community	Full-sized, in-person classes, activities, and events. All students physically on-site with advanced safety protocols in place (Scenario A).
Tier II	Minimal to Moderate Risk of Spread is Present within Community	Small, in-person classes, activities, and events with minimal inter-mixing of groups and careful social distancing and enhanced safety precautions in place. This will require a Hybrid Model with half of our students on-site using a Blended Model with advanced safety and group management protocols in place (Scenario C).
Tier III	Moderate to Substantial Risk of Spread is Present within Community	Students and teachers engage in virtual-only classes, activities and events. All students learn remotely via eLearning and/or home-based learning packets (Scenario D).

- Scenario A (full-sized, in-person classes) may be a reality if there is Minimal or No Risk of Spread present within our Community -- Tier One.
- Scenario C (a combination of smaller on-site classes and on-line learning) could be used if there is Minimal to Moderate Risk of Spread present within our Community -- Tier Two.
- Scenario D (remote/home-based learning opportunities) could be used if there is Moderate to Substantial Risk of Spread present within our community --Tier Three.
- Scenario B (start after Labor Day) and Scenario D (intermittent closures) could be utilized in conjunction with other Scenarios -- within multiple tiers.

All of these scenarios and tiers have been organized into charts that will be completed by each subcommittee, outlining the procedures that must be in place. For example, the technology committee is analyzing district needs and developing plans for an effective re-opening of our school facilities, by completing the following chart, focusing on items such as: student devices, availability of wi-fi (hotspots), and staff training.

	Elementary (PK-4)	Middle Level (5-8)	Secondary (9-12)
Tier I * Scenarios A & E			
Tier II * Scenario C & E)			
Tier III * Scenario D			

Subcommittee plans will be shared with the larger, overarching COVID-19 Return to School and Pandemic Response Committee for feedback and possible revision, before they are shared with the School Board and implemented.

It is our hope that this process, which includes a variety of stakeholders, will help us be prepared for school in the fall, regardless of the DHM in place at that time --and regardless of the specific guidance that we may or may not be provided by the Governor or Commissioner of Education.

Board of Education Regular Meeting

Monday, May 11, 2020 5:30 PM

Norfolk Public School's Central Administration Building

P.O. Box 139

Norfolk, NE 68702-0139

Tammy Day:	Present	Arnie Robinson:	Present
Dr. Patti Gubbels:	Present	Bob Waite:	Present
Bruce Mitchell:	Present	Sandy Wolfe:	Present

1. Join Zoom Meeting

<https://zoom.us/j/97625645273?pwd=YIZRVjNQDRVYW02ZWsrZW55ZjNXdz09>

2. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 5:33 PM.

2.1. Roll Call

2.2. Declaration of a Legal Meeting

This is a legal meeting of the board of education, as advertised by the means specified in board policy. A complete copy of the Open Meetings Act is attached in the link listed below.

A copy of the agenda is available on the Norfolk Public School website.

3. Public Hearing regarding Board Policies 6400 and 6410 related to Parental Involvement In Schools

A. According to State Statute, schools must conduct an annual public hearing regarding their Parental Involvement Policy. Norfolk Public Schools has a district-wide Parental Involvement Policy (6400) and a Title I Parental Involvement Policy (6410).

B. The district-wide Parental Involvement Policy outlines several ways that parents can be involved in their child's education, such as reviewing their child's educational record, filing a complaint about instructional materials, and having advance notice of standardized testing and school sponsored surveys.

C. The Title I Parental Involvement takes this a step further. Title I defines the term parental involvement as the participation of parents in regular, two-way, meaningful communication regarding students' academic learning and other school activities. Some specific examples of this include, providing parents with regular opportunities to learn about their child's academic progress, providing them with the opportunity to review this policy, and eliciting their help in developing the district's Title I plan.

D. At this time, 5:35 PM, we will open the hearing to the public in order to give them the opportunity to present information and opinions on these policies.

E. There were no public comments.

F. The Policy Committee has reviewed these policies and did not recommend any changes. It is anticipated that they will be reaffirmed by the Board later tonight.

G. With that being said, if there are no questions or concerns, I recommend that we close the parental involvement hearing at 5:36 PM.

4. Presentations, Special Recognition, Focus on Students

4.1. Award for Excellence

Andrea Clark--Special Education (LIFE) Teacher--Middle School

- A summary of Andrea's nomination form is attached.

5. Public Comments & Communication

6. Information and Discussion Items

6.1. Finance & Facilities Report

A. Total amount of claims to be approved in the consent agenda for the month of May, 2020 by specific fund is listed below:

- ✓ General Fund = \$302,703.62
- ✓ Nutrition Services Fund = \$259,997.03
- ✓ Cooperative Fund = \$2,136.72

- ✓ Special Building Fund = \$71,376.00
 - ✓ QCPUF (Bond Payoff Amounts) = \$1,623,650.27
 - ✓ QCPUF = \$282,678.42
 - ✓ Student Fee Fund = \$2,443.22
- B. The total amount of claims for the month of April, 2020 in the Activities Fund were:
- ✓ Activity Fund = \$125,533.95
- C. All of these claims were reviewed earlier today by the Finance and Facility Committee.
- 6.2. Teaching & Learning Report

Curriculum Instruction & Assessment

- As reported in April, remote learning has continued in a variety of ways depending upon the grade/age of the students and their accessibility to electronic devices and internet services.
- The last week of instruction for passing seniors was May 4th-8th while other students still have until May 21st to complete any failing or missing work.
- I reported in April that the Teaching and Learning Team was working on training and support for teachers to create alternative plans for nontraditional instruction for next year. I will give more specifics about that within a different portion of the meeting.
- Buildings are completing annual reports for Multicultural and Americanism requirements.
- I attended an Assessment Advisory Meeting on Monday, May 4th. As expected, many of the initiatives have been placed on hold until we have a more stable situation. The AQUeSTT classifications will remain the same for the Fall of 2020; no new classifications can be calculated or determined due to the interruption of school and assessments.

6.3. Student Services Report

- Our results from ELPA 21 have been shared. Our students scored above the state average in 6 grade levels as proficient. The progressing students made significant gains as well. Our ELL staff will be reviewing that scores and focusing area of instructions for the students in the fall.
- Our elementary principals and building teams will be provided Positive Behavioral Intervention Support (PBIS) training lead by NDE on June 15th and 16th.
- NDE reviewed our Targeted Improvement Plan for special education. We will continue with our focus on reading and implementation of MTSS in the fall. Our scores from our Fall MAP assessment will determine if we met our projected growth/goal.

6.4. Human Resources & Accreditation Report

Hiring Season:

- Even though our students and staff still remain at home, the hiring season continues! Special thanks to our administrators (and interview teams) for their work in filling our last few open spots. I am confident our "New to the District" staff will do great things when school opens again in the fall.

Beginning of the 2020-2021 School Year Information:

(If we are able to open on a regular school schedule):

- Our "New to the District" teacher training is Tuesday, August 4th - Friday, August 7th.
- All certified staff report on Monday, August 10th.
- The first day of school for students is Thursday, August 13th.

*If we are unable to open school on a "regular" schedule, the school calendar and opening days' information will be adjusted as needed.

Personnel Update:

Current Classified Positions:

- Senior High - Night Custodian (Full-Time)
- Summer Mowing (Part-Time)

Certified Positions: (2020-21 school year):

- Elementary P.E. Teacher (.5 FTE)
- Middle & Junior High - ELL Teacher

- Middle School - Special Education Teacher
- Senior High - Science Teacher
- Senior High - English Teacher
- Senior High - Math Teacher

Classified Openings: (2020-21 school year):

- Bel Air Elementary - LIFE Para w/driving (Full time)
- Junior High Special Ed Para w/driving (Full time)
- Little Panthers Preschool - Health Tech
- Senior High Special Education: Vision Program Paraprofessional
- Washington Elementary - Evening Custodian
- Westside Elementary - LIFE Para w/driving (Full time)
- Westside Elementary - Classroom Para

Coaching Opportunities (2020-21 school year):

- HS Head Boys Golf
- HS Assistant Football
- Assistant Theater (2nd Semester)

6.5. Superintendent's Report

I would like to take some time to review the many events and activities that have been rescheduled due to COVID-19.

Teacher Appreciation:

Our Staff Appreciation Celebration will be postponed until we return to school in the Fall. It will be combined with our normal Back to School Activities. In addition, I will send a video to staff celebrating our 2019-2020 retirements and will place our normal retirement ad in the Daily News on May 20th.

Graduation:

- Due to guidance from the Commissioner of Education and the Governor, our options for an "alternative graduation" are very limited. They are not allowing schools to hold drive-by or drive-in graduations or any other alternative that is "designed to circumvent the Directed Health Measures regarding gatherings."
- Therefore, we have decided to offer three alternatives--all on July 26th. Our hope is that we will be able to hold our traditional ceremony by then. However, if the current DHMS will only allow gatherings of 250, we would offer multiple, smaller graduations on that same date (July 26th). Our last resort would be a virtual ceremony, with no one in attendance on-site.
- We will make a final determination regarding which type of ceremony will be held at our Board meeting on July 13th. However, parents can plan on a celebration on July 26th and they can plan for it to be televised on News Channel Nebraska.

Summer School:

- Due to the Commissioner of Education and Governor's guidance on summer school, we are only planning remote learning options this summer. We will offer on-line summer school courses for grades 9-12, similar to the on-site options we have each summer (credit recovery and elective courses). We will also offer on-line options for students who are not on-grade level in reading in grades K-3 (as required by the Nebraska Reading Improvement Act).
- At this point, we are not planning to offer any other summer school options, as student engagement in on-line courses is beginning to wane.

Kindergarten Round-up:

Kindergarten Round-up has been rescheduled for August 6th (one week before school is scheduled to start), with two separate sessions that afternoon. More information will be provided as we get closer to that date.

School in the Fall of 2020:

- It is much too early for us to know what school will look like in the fall. Therefore, my

administrative team is preparing for multiple options. We are hoping to have a normal start to the school year, as scheduled on August 13th. However, we could postpone the start of the school year until after Labor Day, if we thought we could have a normal start at that time. Another option is to split our student body in half, alternating on-line and on-site attendance, so that class sizes are kept to a maximum of 10-15 students. And, of course, it is possible that we may need to continue providing education remotely.

- B. If remote learning is our only option, learning activities will need to be much more closely aligned to our "normal" learning expectations than the current "enrichment learning expectations." We are working very hard to put together the training and support that everyone needs for this, and we are planning to survey parents to see what we could do better, as well.
- C. We look forward to the return of our students and hope that will occur in August, but we know that we need to be prepared to serve students both on-line and on-site -- and that circumstances could change multiple times next year, depending upon how COVID-19 progresses and what Directed Health Measures are in place at any given time.

Activities:

- A. Some strict guidelines regarding baseball and softball have been announced by the NSAA and the Governor. These guidelines will be reviewed.
- B. At this point, we are tentatively planning to hold mini-camps in July. We are hoping to make a final determination and distribute information on this soon.
- C. We know that none of these revisions is ideal. We wish that we could have students in school with us, but we must comply with the Governor's Directed Health Measures and do everything that we can to keep our students, staff, families, and community safe.

6.6. Target-based Grading Update

Recommendations from the Target-based Grading ad-hoc committee were presented to the Board, along with the rationale for those recommendations. No action will be requested of the Board at this time.

7. Committee Reports

7.1. Facilities & Finance Committee Report

- A. The committee met at 12:00 noon today. The claims for the month of May and Activity claims for April were reviewed. The committee was updated about current facility projects under contract. There was also discussion on the upcoming 20-21 fiscal year with items to consider. The committee then went over the following items:
 - Technology purchases with Sterling and CDWG
 - Breakfast and Lunch prices for 20-21
 - Summer feeding program
 - After school care possibilities at Little Panthers Pre-School
 - Extending current admin contracts for 20-21
- B. The next regular meeting will be on Monday, June 8th at 12:00 noon.

7.2. Policy Committee Report

- A. The Policy Committee met on Thursday, April 23rd at 12:30 to review policies that require annual review. Those policies include: 5008 (Attendance), 5415 (Anti-bullying), 5416 (Student Fees), 5417 (School Wellness), 6370 (Multicultural Education), 6400 (Parent/Community Involvement in Schools), and 6410 (Combined District and School Title I Parent and Family Engagement Policy). We are recommending one non-substantive change to Policy 5008. No other changes are recommended to these policies.
- B. The committee also reviewed Policies 5205 (Graduation) and 5208 (High School Credit for Middle School Courses). We are not recommending any changes to 5205 (Graduation) at this time, however, we will revisit the residency portion of the policy

at a later date.

- C. We are recommending that Spanish be added to Policy 5208 so qualified 8th graders can take the course for high school credit.

7.3. Minutes of Committee Meetings

Minutes of the May 5, 2020 Nurses and Student Health meetings are attached.

8. Approve Consent Agenda

Motion to approve the consent agenda at 6:46 PM passed with a motion by Bruce Mitchell and a second by Arnie Robinson.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

8.1. Minutes of Previous Meetings

Minutes of the April 13, 2020 and April 23, 2020 meetings are attached.

8.2. Personnel

8.2.1. Contract Approval

Kodiak French

- 2020-2021 - Senior High Social Studies Teacher
- Bachelor of Science, Secondary Education-Social Sciences, Chadron State College, Dec. 2019
- 1/2020-present - Student Teacher at Clarkson Public School, Clarkson, NE, 7-12 Social Sciences

Natalie Yosten

- 2020-2021 - Senior High English Teacher
- Bachelor of Science, Secondary Education-English, Wayne State College, Dec. 2019
- 1/2020-present - Substitute Teacher, Norfolk Public Schools; Fall 2019, Student Teacher, Lutheran High Northeast, Norfolk, NE

Katrina Murdock

- 2020-2021 - Senior High Social Studies Teacher
- Bachelor of Arts, Education Media, York College, York, NE, May 2020
- Spring 2020, Student Teacher, York High School

Nicole Konert

- 2020-2021 - Parochial Schools - Special Education Teacher
- Master of Arts, Special Education, University of Phoenix, April 2020
- SPED Student Teacher/Paraprofessional, Norfolk Public Schools, Spring 2020

8.2.2. Resignations

None at this time.

8.3. Claims

9. Action Items

9.1. Discuss, consider and take action to approve technology bids

- A. The district received RFP's for the following items labeled A through G:

- (A)275 Dell OptiPlex 3070 MFF MLK desktops
- (B)55 Dell 22' Monitor E220H, 54.7cm (21.5")
- (C)32 Dell 22 Monitors
- (D)460 Dell 3100 Touch 2 in 1 chromebooks
- (E)700 Asus C204EE Chromebooks
- (F)55 Asus 3-No17U Chromboxes
- (G)430 Google Admin Licenses

- B. Sterling Computer was the low bid on items A, B, C and D for a total price of \$346,940.90. While CDWG was the low bid on items E, F and G for a total price of \$193,984.80. Attached as Appendix (A) is the detailed breakdown of each individual item and the qualifying RFP's that were submitted. The funds for this purchase will

come from our current technology budget and Title funds.

Motion to approve technology bids from Sterling Computers and CDWG as presented at 6:48 PM passed with a motion by Dr. Patti Gubbels and a second by Bob Waite.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

9.2. Discuss, consider and take action to amend the 2019-2020 calendar

- A. Schools across Nebraska have been told by the Commissioner of Education that we need to be prepared for the possibility of continued on-line (virtual) learning in the fall. This may sound simple, because "we are doing it now." However, the expectations given for our current on-line learning experiences were that they should be non-graded, enrichment activities. This will not be true when we start the 2020-2021 school year. We must be prepared to provide more rigorous, high-quality learning opportunities for students in the fall, including assessments to ensure that content standards are met by students. Getting our teachers to the point that they are able to do this in an on-line learning environment will take considerable training, planning, and preparation.
- B. Therefore, I am asking that you consider a revision to our 2019-2020 calendar. We would like your permission to end all new enrichment activities on Thursday, May 14, 2020, so that we can provide professional development and teacher preparation regarding effective internet-based instruction Friday, May 15, 2020-Friday, May 22, 2020.
- C. Students would still be allowed to reassess and complete previously assigned work during this time period and teachers would provide feedback and assistance regarding these assessments and assignments, if needed. However, no new student work or instruction would be provided. The focus for that week would be providing our teachers with the resources (training, skills, and work time) needed to provide high-quality, standards-based instruction to students via the internet starting on the first day of school next fall.
- D. Our administrative team and Teaching and Learning Team have already been working on training materials and schedules in hopes that you would approve this. I am going to ask Mrs. Nelson to give you more information about that....
- E. Thank you for considering this option. Our teachers have been working very hard to provide quality enrichment opportunities for our students this spring. Having these days available for training and preparation would be a huge relief to them, and it would make a huge difference in terms of the quality of instruction that we could provide this fall (if we are required to teach virtually).

Motion to amend the 2019-2020 calendar at 7:08 PM passed with a motion by Arnie Robinson and a second by Dr. Patti Gubbels.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

9.3. Discuss, consider and take action to approve the 2020-2021 school meal prices

After reviewing 19-20 expenditures, projected cost and use of commodities for 20-21, it is recommended to keep the Breakfast and Lunch prices the same for the 20-21 school year with no increases. Attached as Appendix (A) is the 20-21 price schedule.

Motion to approve the 2020-2021 school meal prices as presented at 7:09 PM passed with a motion by Bruce Mitchell and a second by Tammy Day.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

9.4. Discuss, consider and take action to approve the first reading of Board policies 5008 (Attendance), 5415 (Anti-bullying), 5416 (Student Fees), 5417 (School Wellness), 6370

(Multicultural Education), 6400 (Parent/Community Involvement in Schools), and 6410 (Combined District and School Title I Parent and Family Engagement Policy) State and/or federal statute require each of these policies to be reviewed annually. No substantive changes have been made to the policies.

Motion to approve the first reading of the policies listed at 7:11 PM passed with a motion by Tammy Day and a second by Bob Waite.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

9.5. Discuss, consider and take action to approve the first reading of policy 5208 (High School Credit for Middle School Courses)

- A. After consultation with the Junior and Senior High foreign language staff and administrators, it was decided that we would like to offer an advanced foreign language opportunity for our 8th grade students next year. Currently, Spanish language and culture and French language and culture are offered as elective courses at the Junior High. These are introductory or exploratory courses.
- B. Offer these courses next year, but would also like to add the option of Spanish One at that eighth grade level. This course would be taught using the same curriculum and material as our Senior High courses, so that Senior High credit could be obtained -- opening up other options for students at the Senior High, such as AP Spanish, or the possibility of taking 4 years of Spanish and a year of French.
- C. Our foreign language department is very supportive and excited about this opportunity. However, we need to revise Board Policy 5208 in order to do this. Policy 5208 only allows Senior High credit to be given to 8th graders in the area of mathematics. NDE's Rule 10 allows this in any subject area, as long as the Board approves it.
- D. The Policy Committee has reviewed this policy change and discussed the benefits of this additional course offering at the Junior High. They are recommending that the policy revision is approved.

Motion to approve the first reading of policy 5208 (High School Credit for Middle School Courses) at 7:13 PM passed with a motion by Arnie Robinson and a second by Tammy Day.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

9.6. Discuss, consider and take action to approve the second and final reading of board policies 4200-4260 related to non-certificated staff

No changes have been made to these policies since their first reading last month.

Motion to approve the second and final reading of board policies 4200-4260 related to non-certificated staff at 7:14 PM passed with a motion by Bruce Mitchell and a second by Arnie Robinson.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

9.7. Discuss, consider and take action to approve the 2020-2021 elementary, middle school and junior high student handbooks

Please see the attachments.

Motion to approve the 2020-2021 elementary, middle school and junior high student handbooks at 7:16 PM passed with a motion by Bob Waite and a second by Tammy Day.

Tammy Day:	Yea	Arnie Robinson:	Yea
Dr. Patti Gubbels:	Yea	Bob Waite:	Yea
Bruce Mitchell:	Yea	Sandy Wolfe:	Yea

10. Future Meetings

- A. The 2nd monthly meeting of the Board of Education has been scheduled for noon on Thursday, May 28, 2020.

- B. The next regular meeting of the Board of Education will be held on Monday, June 8, 2020. The Business Meeting will begin at 5:30 via Zoom. All components of the meeting will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.
- 11. Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual
 - 11.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
No Executive Session was convened.
- 12. Adjournment
The meeting adjourned at 7:17 PM.

Chairperson

Superintendent

Board of Education 2nd Monthly Meeting

Thursday, May 28, 2020 12:00 PM

Norfolk Public School's Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

Tammy Day:	Present	Arnie Robinson:	Present
Dr. Patti Gubbels:	Present	Bob Waite:	Present
Bruce Mitchell:	Present	Sandy Wolfe:	Present

1. Zoom Meeting

Site: <https://zoom.us/j/96300003983?pwd=bjJZZ1NoWVdpYzE1WDM0aGY3b21Odz09>

2. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 12:00 PM.

2.1. Roll Call—See attendance above.

2.2. Declaration of a Legal Meeting

This is a legal meeting of the board of education, as advertised by the means specified in board policy. A complete copy of the Open Meetings Act is attached in the link listed below. A copy of the agenda is available on the Norfolk Public School website.

3. Reports and Discussion Items

4. Action Items

4.1. Personnel

4.1.1. Contract Approval

Charles Hamilton

- 20-21 - Senior High Science Teacher
- Bachelor of Science, Secondary Social Sciences, 2013; currently working on a provisional endorsement in the area of secondary science.
- Taught 7-12 Natural Science at Lewiston Consolidated Schools, Lewiston, NE

Patrick Vrbka

- 20-21 - Junior High and Middle School ELL Teacher
- Bachelor of Arts, Social Science Education, 5/2020, Doane University, Crete, NE
- Local Substitute Teacher, 8/2019-5/2020, Lincoln Public Schools, Lincoln, NE; Student Teacher, Economics & U.S. History, Lincoln Northeast High School, Fall 2019

Katelynn Weinandt

- 20-21 - Senior High English/Language Arts Teacher (will be completing her student teaching simultaneously)
- Bachelor of Arts, English/Language Arts, 5/2020, Doane University, Crete, NE
- Student Assistant, Advanced Composition, Lincoln High School, Lincoln, NE, Spring 2020; 11th Grade English, Fall 2019, Crete High School, Crete, NE; 12th Grade English, Spring 2019, Bryan Community Focus Program, Lincoln, NE; 7th & 8th Grade English, Fall 2018, Mickle Middle School, Lincoln, NE

Wendy Clayton

- 2020-2021 - .5 Physical Education Teacher, Lincoln Montessori and Bel Air Schools
- Bachelor of Science, K-12 Physical Education, University of Nebraska-Lincoln;
- 2019-Present - Adjunct Instructor at Northeast Community College; 1992-2017 Norfolk Public Schools, Elementary and Middle School Physical Education Specialist

Motion to approve the contracts, as presented at 12:10 PM passed with a motion by Arnie Robinson and a second by Dr. Patti Gubbels.

Tammy Day:	Present	Arnie Robinson:	Present
Dr. Patti Gubbels:	Present	Bob Waite:	Present
Bruce Mitchell:	Present	Sandy Wolfe:	Present

5. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, June 8, 2020. The Business Meeting will begin at 5:30 PM via Zoom. The meeting will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

6. Executive Session If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.

6.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.

No Executive Session was convened.

7. Adjournment

The meeting adjourned at 12:12 PM.

Chairperson

Superintendent

JUNE 8, 2020

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1	A TO Z VAC & SEW	SEWING MACHINE REPAIR	01 1200 610 2 293 001	\$125.00
2	A TO Z VAC & SEW Total			\$125.00
3	ACCURATE LABEL DESIGNS	VISITOR LABELS	01 2410 610 2 209 001	\$489.95
4	ACCURATE LABEL DESIGNS Total			\$489.95
5	ADVANCE AUTO PARTS	GEAR OIL	01 2650 610 1 001 000	\$23.90
6			01 2650 610 2 001 000	\$23.90
7	ADVANCE AUTO PARTS Total			\$47.80
8	ALISON'S MONTESSORI	BEAD FRAME/TIME ACTIVITY SET	01 1100 610 1 028 005	\$81.49
9		CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$8,440.65
10		GEOMETRIC SUPPLIES	01 1100 610 1 028 005	\$660.15
11	ALISON'S MONTESSORI Total			\$9,182.29
12	APPEARA	MOPS	01 2610 430 1 001 000	\$171.60
13			01 2610 430 2 001 000	\$171.60
14		WORK SHIRTS	01 2610 430 1 001 000	\$206.72
15			01 2610 430 2 001 000	\$206.72
16			01 2620 430 1 001 000	\$51.68
17			01 2620 430 2 001 000	\$51.64
18	APPEARA Total			\$859.96
19	APPLE INC	APPLE TV/IPADS	01 6969 610 1 028 000	\$747.00
20		SUPPLIES	01 1150 610 1 035 000	\$1,470.00
21			01 1150 610 2 035 000	\$1,470.00
22		TECHNOLOGY RELATED HARDWARE	01 1200 734 1 004 000	\$11,760.00
23			01 1200 734 2 004 000	\$11,760.00
24	APPLE INC Total			\$27,207.00
25	ASPM LANDSCAPES, LLC	LANDSCAPING	01 2620 430 1 001 021	\$2,817.61
26	ASPM LANDSCAPES, LLC Total			\$2,817.61
27	BLICK ART MATERIALS	CLASSROOM SUPPLIES	01 1100 610 2 224 001	\$496.17

28	BLICK ART MATERIALS Total			\$496.17
29	BOMGAARS SUPPLY	AIR FRESHENERS, SNAP BOLT	01 2620 610 1 001 000	\$19.98
30			01 2620 610 2 001 000	\$19.97
31		BULK BOLTS	01 2620 610 2 001 001	\$1.61
32		FASTENER/ELBOW	01 2610 610 2 001 001	\$2.28
33		JIGSAW BLADES	01 2620 610 1 001 000	\$2.61
34			01 2620 610 2 001 000	\$2.61
35		NO FLAT	01 2650 610 1 001 000	\$19.99
36			01 2650 610 2 001 000	\$19.99
37		OIL, MOTOR SUPPLIES	01 2630 610 1 001 000	\$28.23
38			01 2630 610 2 001 000	\$28.22
39	SOLAR SALT	01 2620 610 2 001 001	\$276.57	
40	BOMGAARS SUPPLY Total			\$422.06
41	BOYS TOWN	APRIL SPECIAL ED T. KAUP	01 1200 561 1 004 000	\$2,602.62
42			01 1200 890 1 004 000	\$247.38
43		SPECIALIZED CLASSROOM MGMT	01 1200 330 1 004 014	\$980.00
44			01 1200 330 2 004 001	\$1,960.00
45	BOYS TOWN Total			\$5,790.00
46	BRADLEY, SAMANTHA	VIDEO REVIEW	01 6416 340 1 017 000	\$175.00
47	BRADLEY, SAMANTHA Total			\$175.00
48	BRENNEMAN, CHRISTINA	JULIE'S 2ND RBI	01 6416 340 1 017 000	\$300.00
49	BRENNEMAN, CHRISTINA Total			\$300.00
50	BULK BOOKSTORE	AFE/D BRUNSWICK/PBOOKS	01 2310 610 1 001 000	\$247.56
51			01 2310 610 2 001 000	\$247.56
52	BULK BOOKSTORE Total			\$495.12
53	CBS CONSTRUCTORS	BLEACHER PARTS	01 2620 610 2 715 001	\$5,390.00
54	CBS CONSTRUCTORS Total			\$5,390.00
55	CDW GOVERNMENT, INC	CHROMEBOOKS	01 1100 734 1 005 000	\$12,022.90
56			01 1100 734 2 005 000	\$12,022.90
57		PROJECTOR	01 2410 731 2 209 001	\$830.00
58	CDW GOVERNMENT, INC Total			\$24,875.80
59	CENTERPOINT ENERGY	APRIL 2020 GAS	01 2610 621 1 001 000	\$754.96
60			01 2610 621 1 001 003	\$203.98
61			01 2610 621 1 001 004	\$1,180.86

62		01 2610 621 1 001 005	\$565.98
63		01 2610 621 1 001 008	\$1,335.59
64		01 2610 621 1 001 009	\$585.53
65		01 2610 621 1 001 010	\$446.39
66		01 2610 621 1 001 012	\$553.25
67		01 2610 621 1 001 014	\$818.83
68		01 2610 621 1 001 021	\$992.51
69		01 2610 621 2 001 001	\$854.67
70		01 2610 621 2 001 002	\$4,621.23
71	MARCH 2020 GAS	01 2610 621 1 001 000	\$861.18
72		01 2610 621 1 001 003	\$433.16
73		01 2610 621 1 001 004	\$2,026.53
74		01 2610 621 1 001 005	\$1,336.11
75		01 2610 621 1 001 008	\$2,916.91
76		01 2610 621 1 001 009	\$1,075.10
77		01 2610 621 1 001 010	\$855.13
78		01 2610 621 1 001 012	\$1,044.34
79		01 2610 621 1 001 014	\$1,826.35
80		01 2610 621 1 001 021	\$1,512.06
81		01 2610 621 2 001 000	\$861.18
82		01 2610 621 2 001 001	\$1,679.68
83		01 2610 621 2 001 002	\$7,988.61
84	CENTERPOINT ENERGY Total		\$37,330.12
85	CENTURY LINK	PHONE/FAX LINES	01 2310 382 1 033 000
86			01 2310 382 2 033 000
87			01 2510 382 1 001 000
88			01 2510 382 1 001 003
89			01 2510 382 1 001 004
90			01 2510 382 1 001 005
91			01 2510 382 1 001 008
92			01 2510 382 1 001 009
93			01 2510 382 1 001 010
94			01 2510 382 1 001 012
95			01 2510 382 1 001 014

96			01 2510 382 2 001 000	-\$32.26
97			01 2510 382 2 001 001	-\$28.87
98			01 2510 382 2 001 002	-\$59.06
99	CENTURY LINK Total			\$507.93
100	CITY OF NORFOLK	SRO	01 1160 350 2 001 000	\$25,469.47
101		WASTE	01 2630 420 1 001 000	\$137.16
102			01 2630 420 2 001 000	\$137.14
103		WATER	01 2610 410 1 001 000	\$184.75
104			01 2610 410 1 001 003	\$232.03
105			01 2610 410 1 001 004	\$125.46
106			01 2610 410 1 001 005	\$221.76
107			01 2610 410 1 001 008	\$123.86
108			01 2610 410 1 001 009	\$197.22
109			01 2610 410 2 001 000	\$184.76
110			01 2610 410 2 001 002	\$906.99
111	CITY OF NORFOLK Total			\$27,920.60
112	CLASSROOMECHANICS, LLC	MONTESSORI ASSISTANT TOOLKITS	01 2213 610 1 028 005	\$378.00
113	CLASSROOMECHANICS, LLC Total			\$378.00
114	CLEARFLY	PHONE LINES	01 2510 382 1 001 000	\$146.00
115			01 2510 382 1 001 003	\$95.31
116			01 2510 382 1 001 004	\$95.31
117			01 2510 382 1 001 005	\$95.31
118			01 2510 382 1 001 008	\$95.31
119			01 2510 382 1 001 009	\$108.76
120			01 2510 382 1 001 010	\$108.76
121			01 2510 382 1 001 012	\$91.53
122			01 2510 382 1 001 014	\$217.88
123			01 2510 382 1 001 021	\$96.64
124			01 2510 382 2 001 000	\$146.00
125			01 2510 382 2 001 001	\$410.15
126			01 2510 382 2 001 002	\$220.88
127	CLEARFLY Total			\$1,927.84
128	COGNIA, INC	MEMBERSHIP FEE	01 2214 810 1 901 000	\$600.00
129			01 2214 810 2 901 000	\$600.00

130	COGNIA, INC Total			\$1,200.00
131	CORNERSTONE MNTESSORI	EMPLOYEE TRAINING	01 1100 330 1 028 005	\$6,548.00
132	CORNERSTONE MNTESSORI Total			\$6,548.00
133	CORNHUSKER STATE	OFFICE FURNITURE	01 2510 731 1 001 000	\$1,167.50
134			01 2510 731 2 001 000	\$1,167.50
135	CORNHUSKER STATE Total			\$2,335.00
136	CRAVEN, SHEILA	OT CONTRACTED SERVICES	01 2161 320 1 004 000	\$2,293.50
137			01 2162 320 1 004 000	\$1,435.50
138			01 2163 320 1 004 000	\$148.50
139	CRAVEN, SHEILA Total			\$3,877.50
140	CURRICULUM ASSOCIATES	CLASSROOM SUPPLIES	01 1200 610 1 254 003	\$209.66
141		GENERAL SUPPLIES	01 1200 610 1 954 012	\$454.99
142	CURRICULUM ASSOCIATES Total			\$664.65
143	DEMCO	SUPPLIES	01 2220 610 1 030 000	\$471.58
144	DEMCO Total			\$471.58
145	DIDAX EDUCATIONAL	GENERAL SUPPLIES	01 1100 610 1 028 005	\$148.09
146	DIDAX EDUCATIONAL Total			\$148.09
147	DINKEL IMPLEMENT	BLADE BOLT FOR MOWERS	01 2630 420 1 001 000	\$5.24
148			01 2630 420 2 001 000	\$5.23
149		KUBOTA #2 BELT	01 2630 610 1 001 000	\$54.59
150			01 2630 610 2 001 000	\$54.59
151		SPRING PLATE FOR MOWERS	01 2630 610 1 001 000	\$20.15
152			01 2630 610 2 001 000	\$20.15
153	DINKEL IMPLEMENT Total			\$159.95
154	EAKES OFFICE PLUS	NAME PLATES	01 1100 610 1 602 005	\$35.07
155		SUPPLIES	01 2610 610 1 001 000	\$74.40
156			01 2610 610 2 001 000	\$74.38
157	EAKES OFFICE PLUS Total			\$183.85
158	EDCLUB, INC	TYPING CLUB	01 6969 643 1 028 000	\$539.50
159	EDCLUB, INC Total			\$539.50
160	EDFICIENCY LLC	SOFTWARE RENEWAL	01 2410 340 2 209 001	\$3,580.00
161	EDFICIENCY LLC Total			\$3,580.00
162	EGAN SUPPLY COMPANY	SCRUBBER	01 2610 731 1 001 000	\$4,814.29
163			01 2610 731 2 001 000	\$4,814.29

164		SUPPLIES	01 2610 610 1 001 000	\$123.40
165			01 2610 610 2 001 000	\$123.40
166		VALVE HYDRAULIC AQUACLEAN	01 2610 610 2 001 001	\$58.62
167	EGAN SUPPLY COMPANY Total			\$9,934.00
168	ESSENTIAL SCREEN	DOT/BACKGROUND CHECKS	01 2510 340 1 001 000	\$318.78
169			01 2510 340 2 001 000	\$318.78
170	ESSENTIAL SCREEN Total			\$637.56
171	ESU 8	SPED 1 MARCH 2020 COSTS	01 2141 591 2 014 000	\$8,640.00
172		SPED 3 MARCH 2020 COSTS	01 1200 591 2 004 000	\$4,300.00
173	ESU 8 Total			\$12,940.00
174	ETC MONTESSORI	GENERAL SUPPLIES	01 1100 610 1 028 005	\$579.52
175	ETC MONTESSORI Total			\$579.52
176	FISCHER TREE CENTRAL	TREE/STUMP REMOVAL WASHINGTON	01 2620 430 1 001 008	\$1,750.00
177	FISCHER TREE CENTRAL Total			\$1,750.00
178	FLINN SCIENTIFIC, INC	HOT PLATES	01 1100 610 2 206 001	\$2,128.00
179	FLINN SCIENTIFIC, INC Total			\$2,128.00
180	FLOORING SOLUTIONS	FLOORING IN NEW ADMIN OFFICE	01 2620 430 1 001 000	\$1,358.35
181			01 2620 430 2 001 000	\$1,358.35
182		VINYL COVE/INSTALLATION	01 2620 430 2 001 002	\$1,408.10
183	FLOORING SOLUTIONS Total			\$4,124.80
184	FOX, CINDY	SCHOOL NURSE MILEAGE	01 2130 333 1 035 000	\$29.84
185			01 2130 333 2 035 000	\$29.85
186	FOX, CINDY Total			\$59.69
187	GENES MOTOR AND SHARPENING	BLADE SHARPENING	01 1100 340 2 141 002	\$20.00
188	GENES MOTOR AND SHARPENING Total			\$20.00
189	GLASS EDGE INC, THE	ALUMINUM SCREEN INSTALL	01 2620 430 1 001 003	\$40.55
190	GLASS EDGE INC, THE Total			\$40.55
191	GOODHEART-WILCOX PUBLISHER	BOOKS & PERIODICALS	01 1100 640 2 028 001	\$8,493.85
192	GOODHEART-WILCOX PUBLISHER Total			\$8,493.85
193	GREEN LINE EQUIPMENT	JD TRACTOR PARTS	01 2630 610 1 001 000	\$76.85
194			01 2630 610 2 001 000	\$76.85
195	GREEN LINE EQUIPMENT Total			\$153.70
196	HAUSMANN, ANGIE	MONTESSORI LEADERSHIP	01 1100 330 1 028 005	\$1,099.00
197	HAUSMANN, ANGIE Total			\$1,099.00

198	HOME DEPOT PRO, THE	CLEANERS/BOTTLES	01 2610 610 1 945 000	\$140.00	
199			01 2610 610 2 945 000	\$139.99	
200		CLOTH RAGS, CLEANER POLISH	01 2610 610 1 001 000	\$176.88	
201			01 2610 610 2 001 000	\$176.88	
202		JUGS W/ LIDS	01 2610 610 1 001 000	\$69.60	
203			01 2610 610 2 001 000	\$69.60	
204		KNIT CLOTH RAGS	01 2610 610 1 001 000	\$103.80	
205			01 2610 610 2 001 000	\$103.80	
206		SPRAYERS	01 2610 731 1 001 000	\$799.99	
207			01 2610 731 2 001 000	\$799.99	
208		SUPPLIES	01 2610 610 1 001 000	\$2,489.69	
209			01 2610 610 2 001 000	\$2,489.68	
210	VICTORY SPRAYERS	01 2610 731 1 001 000	\$584.00		
211		01 2610 731 2 001 000	\$584.00		
212	HOME DEPOT PRO, THE Total			\$8,727.90	
213	HOMETOWN LEASING	COPIES	01 1100 340 1 104 010	\$93.05	
214				01 1100 340 1 201 003	\$219.43
215				01 1100 340 1 302 004	\$70.35
216				01 1100 340 1 430 014	\$504.76
217				01 1100 340 1 602 005	\$86.88
218				01 1100 340 1 705 008	\$110.77
219				01 1100 340 1 819 009	\$76.28
220				01 1100 340 1 904 012	\$55.02
221				01 1100 340 2 141 002	\$150.30
222				01 1100 340 2 209 001	\$325.48
223				01 1125 340 2 209 001	\$8.55
224				01 1190 610 1 163 021	\$31.71
225				01 1200 610 1 004 000	\$192.42
226				01 1200 610 2 004 000	\$192.41
227		01 2510 340 1 001 000	-\$943.23		
228		01 2510 340 2 001 000	-\$943.22		
229		01 2620 340 0 001 000	\$9.55		
230	HOMETOWN LEASING Total			\$240.51	
231	INSTA LEARN BY STEP INC	GENERAL SUPPLIES	01 1100 610 1 028 005	\$1,080.26	

232	INSTA LEARN BY STEP INC Total			\$1,080.26
233	J W PEPPER, INC	ALL STATE AUDITION MUSIC	01 1100 610 2 207 001	\$304.79
234		MUSIC	01 1100 610 2 202 001	\$167.69
235	J W PEPPER, INC Total			\$472.48
236	JONES SCHOOL SUPPLY	MEDALS/RIBBONS	01 1100 610 1 904 012	\$79.34
237	JONES SCHOOL SUPPLY Total			\$79.34
238	JOSTENS	DIPLOMAS	01 2490 610 2 209 001	\$72.52
239		FEE WAIVER CAP AND GOWNS	01 2190 810 2 001 001	\$4,524.00
240	JOSTENS Total			\$4,596.52
241	KANSAS CITY AUDIO-VISUAL	SMART LEARNING SUITE	01 1100 643 1 005 000	\$2,583.00
242			01 1100 643 2 005 000	\$2,583.00
243	KANSAS CITY AUDIO-VISUAL Total			\$5,166.00
244	KPE	CONSULTING NEEDS FOR HVAC	01 2620 430 2 001 001	\$1,492.50
245	KPE Total			\$1,492.50
246	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$659.56
247			01 2620 610 2 001 000	\$659.55
248	KURITA AMERICA, INC. Total			\$1,319.11
249	KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 430 1 001 000	\$43.50
250			01 2630 430 1 001 003	\$29.00
251			01 2630 430 1 001 004	\$29.00
252			01 2630 430 1 001 005	\$29.00
253			01 2630 430 1 001 008	\$29.00
254			01 2630 430 1 001 009	\$29.00
255			01 2630 430 1 001 010	\$29.00
256			01 2630 430 1 001 012	\$29.00
257			01 2630 430 1 001 014	\$29.00
258			01 2630 430 1 001 021	\$29.00
259			01 2630 430 2 001 000	\$43.50
260			01 2630 430 2 001 001	\$58.00
261			01 2630 430 2 001 002	\$29.00
262	KUSTOM PEST CONTROL Total			\$435.00
263	LAKESHORE LEARNING	CLASSROOM SUPPLIES	01 1190 610 1 163 021	\$899.80
264		GAMES/SUPPLIES	01 1100 610 1 215 003	\$85.04
265		GENERAL SUPPLIES	01 1100 610 1 806 009	\$27.97

266		MAGNETIC BOARDS AND SUPPLIES	01 1100 610 1 028 005	\$174.75
267		SKILLS CARDS	01 1100 610 1 812 009	\$218.44
268	LAKESHORE LEARNING Total			\$1,406.00
269	LAWNCO	LAWN SERVICE	01 2630 420 1 001 000	\$3,580.91
270			01 2630 420 2 001 000	\$3,580.90
271	LAWNCO Total			\$7,161.81
272	LAWSON PRODUCTS, INC	RESTOCK PARTS BIN	01 2620 610 1 001 000	\$52.31
273			01 2620 610 2 001 000	\$52.30
274	LAWSON PRODUCTS, INC Total			\$104.61
275	LEARNING RESOURCES	GENERAL SUPPLIES	01 1100 610 1 028 005	\$100.95
276	LEARNING RESOURCES Total			\$100.95
277	LOKDOWN LLC	DUES AND FEES	01 2660 810 1 901 000	\$900.00
278			01 2660 810 2 901 000	\$900.00
279	LOKDOWN LLC Total			\$1,800.00
280	MAC GILL	NURSING SUPPLIES	01 2130 610 1 035 000	\$1,406.36
281	MAC GILL Total			\$1,406.36
282	MATHESON TRI-GAS INC.	MONTHLY MATERIALS	01 2620 610 1 001 000	\$109.19
283			01 2620 610 2 001 000	\$109.18
284	MATHESON TRI-GAS INC. Total			\$218.37
285	MCGRAW-HILL SCHOOL	SRA PHONEMIC AWARENESS	01 6200 330 1 028 000	\$2,234.69
286	MCGRAW-HILL SCHOOL Total			\$2,234.69
287	MENARDS	BLACK SPRAY PAINT	01 2620 610 1 001 000	\$14.34
288			01 2620 610 2 001 000	\$14.34
289		BLUE PAINTERS TAPE	01 2620 610 1 001 000	\$33.98
290			01 2620 610 2 001 000	\$33.98
291		BUNGEE CORD, AJAX CLEANER	01 2620 610 1 001 000	\$12.42
292			01 2620 610 2 001 000	\$12.41
293		COAT/HAT HOOKS	01 2620 610 1 001 009	\$13.93
294		CONCRETE EPOXY	01 2620 610 2 001 001	\$4.99
295		CONCRETE SEALER & SUPPLIES	01 2620 610 1 001 005	\$65.50
296		GAV HARDWARE CLO	01 2620 610 1 001 000	\$9.64
297			01 2620 610 2 001 000	\$9.64
298		KITSKT SET/HEX SHANK SET/TAPE	01 2620 610 1 001 003	\$54.40
299		PAINT SUPPLIES	01 2620 610 1 001 003	\$195.94

300			01 2620 610 2 001 001	\$70.91
301		POTTING MIX TREE GUARD	01 2630 610 1 001 000	\$6.49
302			01 2630 610 2 001 000	\$6.48
303		PRIMED LUMBER	01 2620 610 1 001 005	\$31.49
304		PRIMED MDF BOARD	01 2620 610 1 001 005	\$82.94
305		PRIMER & SELECT BOARD	01 2620 610 1 001 005	\$65.75
306		STAIN, OIL, MINWAX	01 2620 610 2 001 001	\$32.22
307		STAIN/POLY SAT	01 2620 610 2 001 001	\$13.28
308		SUPPLIES	01 2620 610 1 001 000	\$74.56
309			01 2620 610 2 001 000	\$74.54
310		TILE ADH, U NOTCH	01 2620 610 1 001 000	\$7.83
311			01 2620 610 2 001 000	\$7.83
312		WAX RING AND PUTTY	01 2620 610 1 001 000	\$2.83
313			01 2620 610 2 001 000	\$2.82
314		WOOD STAKES AND ROPE	01 2620 610 1 001 000	\$16.48
315			01 2620 610 2 001 000	\$16.48
316	MENARDS Total			\$988.44
317	MIDWEST SPECIAL SERVICES,	MAY SPED TRANS A. DEDERMAN	01 2712 350 2 001 000	\$904.80
318		TRANSPORTATION SERVICES A.	01 2712 350 2 001 000	\$995.28
319	MIDWEST SPECIAL SERVICES, Total			\$1,900.08
320	MIDWEST TECHNOLOGY	CLASSROOM SUPPLIES	01 1100 610 2 211 001	\$106.39
321	MIDWEST TECHNOLOGY Total			\$106.39
322	MILLER, AMY	PT CONTRACTED SERVICES	01 2171 320 1 004 000	\$1,188.00
323			01 2172 320 1 004 000	\$676.50
324			01 2173 320 1 004 000	\$907.50
325	MILLER, AMY Total			\$2,772.00
326	MONTESSORI SERVICES	GENERAL SUPPLIES	01 1100 610 1 028 005	\$115.35
327	MONTESSORI SERVICES Total			\$115.35
328	N2Y	UNIQUE LEARNING SYSTEM	01 1200 643 1 004 009	\$554.51
329			01 1200 643 1 004 010	\$554.51
330			01 1200 643 1 004 014	\$554.51
331	N2Y Total			\$1,663.53
332	NAPA OF NORFOLK	BATTERY FOR #45	01 2650 610 1 001 000	\$58.41
333			01 2650 610 2 001 000	\$58.41

334		HAND SANITIZER	01 2620 610 1 001 000	\$391.05
335			01 2620 610 2 001 000	\$391.05
336	NAPA OF NORFOLK Total			\$898.92
337	NCS PEARSON	TESTING KITS	01 2141 610 1 014 000	\$144.76
338			01 2141 610 2 014 000	\$144.76
339			01 2142 610 1 014 000	\$144.76
340	NCS PEARSON Total			\$434.28
341	NCSA	2020 SPRING CONFERENCE	01 1200 330 1 004 000	\$37.50
342			01 1200 330 2 004 000	\$37.50
343	NCSA Total			\$75.00
344	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 622 1 001 000	\$1,137.34
345			01 2610 622 1 001 003	\$1,720.17
346			01 2610 622 1 001 004	\$1,156.22
347			01 2610 622 1 001 005	\$1,240.36
348			01 2610 622 1 001 008	\$1,031.53
349			01 2610 622 1 001 009	\$747.57
350			01 2610 622 1 001 010	\$1,009.59
351			01 2610 622 1 001 014	\$5,655.47
352			01 2610 622 1 001 021	\$324.25
353			01 2610 622 2 001 000	\$813.09
354			01 2610 622 2 001 001	\$25,793.57
355			01 2610 622 2 001 002	\$8,339.61
356	NEBRASKA PUBLIC POWER Total			\$48,968.77
357	NEWZBRAIN EDUCATION	NEWZ BRAIN LICENSE	01 1100 643 1 405 014	\$508.00
358	NEWZBRAIN EDUCATION Total			\$508.00
359	NLAF	BANK FEES	01 2510 340 1 001 000	\$14.98
360			01 2510 340 2 001 000	\$14.98
361	NLAF Total			\$29.96
362	NMG LLC DBA NORFOLK WORKS	DOT EXAM/ ALCOHOL TESTS	01 2570 340 1 901 000	\$37.50
363			01 2570 340 2 901 000	\$37.50
364	NMG LLC DBA NORFOLK WORKS Total			\$75.00
365	NORFOLK DAILY NEWS	ADS	01 1100 540 1 028 000	\$42.43
366			01 1100 540 2 028 000	\$42.43
367			01 2210 540 1 901 000	\$423.63

368			01 2210 540 2 901 000	\$423.63
369			01 2310 540 1 001 000	\$19.80
370			01 2310 540 2 001 000	\$19.80
371			01 2510 540 1 001 000	\$81.00
372			01 2510 540 2 001 000	\$81.00
373		AUTISM AWARENESS AD	01 2310 540 1 010 000	\$35.00
374			01 2310 540 2 010 000	\$35.00
375		EDN ADVERTISING	01 6416 540 1 017 000	\$70.00
376	NORFOLK DAILY NEWS Total			\$1,273.72
377	NORFOLK WINSUPPLY	PUSH BAR ASSEMBLY	01 2620 610 1 001 000	\$26.35
378			01 2620 610 2 001 000	\$26.34
379	NORFOLK WINSUPPLY Total			\$52.69
380	NPS SUBSIDIARY	3D PRINTER/SUPPLIES #26	01 1100 610 2 211 001	\$248.43
381		AFE/EL MEZ CAL #8	01 2310 610 1 001 000	\$25.00
382			01 2310 610 2 001 000	\$25.00
383		AXLE	01 2650 610 1 001 000	\$73.09
384			01 2650 610 2 001 000	\$73.09
385		BACKGROUND CHECKS #8	01 2510 340 1 001 000	\$1.00
386		BAGGIES #32	01 1100 610 2 141 002	\$10.98
387		BATTERIES #49	01 1100 610 1 430 014	\$18.14
388		BOOKS #2	01 6200 640 1 028 003	\$171.98
389		CABLE BOXES	01 1125 340 2 209 001	\$15.89
390			01 2410 340 2 209 001	\$11.89
391			01 2510 340 1 001 000	\$2.76
392			01 2510 340 2 001 000	\$2.76
393			01 2670 340 1 035 000	\$2.76
394			01 2670 340 2 035 000	\$2.77
395		CABLES #28	01 2410 610 2 209 001	\$318.20
396		CABLES #33	01 1100 610 1 005 000	\$15.29
397			01 1100 610 2 005 000	\$15.28
398		CELL PHONES	01 2670 382 1 035 000	\$173.29
399			01 2670 382 2 035 000	\$173.28
400			01 2710 382 1 001 000	\$167.43
401			01 2710 382 2 001 000	\$167.42

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	01 3541 382 1 035 000	\$160.36
	01 6910 530 1 035 000	\$53.95
	01 6968 530 1 001 014	\$34.99
	01 6968 530 2 001 002	\$34.99
CIRCLE OF FRIENDS SUPPLIES #49	01 2120 610 1 404 014	\$1.86
CLASSROOM SUPPLIES #42	01 1100 610 1 128 010	\$15.95
	01 1200 610 1 155 010	\$114.91
CLASSROOM SUPPLIES #47	01 1100 610 1 709 008	\$61.16
	01 1100 610 1 710 008	\$559.94
CLASSROOM SUPPLIES #48	01 1100 610 1 907 012	\$89.97
COMPLETE MY PLATE KIT #22	01 6700 731 2 028 002	\$568.25
CULINARY ITEMS #22	01 6700 731 2 028 002	\$950.20
CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$58.03
	01 2610 610 2 001 000	\$58.02
DEPENDENT/HEALTHCARE FEES	01 2510 340 1 001 000	\$299.45
	01 2510 340 2 001 000	\$299.45
DYMO LABELS #28	01 2410 610 2 209 001	\$706.16
ELECTRICITY	01 2610 622 1 001 012	\$1,344.00
	01 2610 622 1 001 021	\$1,074.49
EMPLOYEE TRAINING #34	01 2130 330 1 035 000	\$250.00
	01 2130 330 2 035 000	\$250.00
EVERNOTE #44	01 1100 610 1 602 005	\$34.99
FABRIC FOR MASKS #32	01 2510 610 1 945 000	\$36.28
	01 2510 610 2 945 000	\$36.28
FEEDING SYSTEM #22	01 6700 731 2 028 001	\$1,464.82
FILTERS	01 2650 610 1 001 000	\$42.94
	01 2650 610 2 001 000	\$42.94
FOLDERS/HEADPHONES #47	01 1100 610 1 709 008	\$265.14
GENERAL SUPPLIES #11	01 1190 610 1 163 021	\$134.03
GENERAL SUPPLIES #19	01 1100 610 1 705 008	\$65.61
GENERAL SUPPLIES #37	01 3541 610 1 035 000	\$137.22
GENERAL SUPPLIES #42	01 1100 610 1 128 010	\$94.35
GENERAL SUPPLIES #43	01 1100 610 1 201 003	\$58.48
	01 1100 610 1 218 003	\$198.49

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	01 1100 610 1 219 003	\$106.26
	01 1100 610 1 705 008	\$58.47
	01 2410 610 1 201 003	\$81.48
GENERAL SUPPLIES #44	01 1100 610 1 302 004	\$80.00
GENERAL SUPPLIES #45	01 1100 610 1 028 005	\$129.66
LAB KIT SUPPLIES #21	01 6968 610 1 001 014	\$275.91
	01 6968 610 2 001 002	\$275.91
LAMINATING FILM #44	01 1100 610 1 302 004	\$88.88
LAMINATING FILM #48	01 1100 610 1 904 012	\$94.12
LAW BOOK #3	01 2320 640 1 033 000	\$41.78
	01 2320 640 2 033 000	\$41.77
LED BAR LIGHTS #22	01 6700 731 2 028 001	\$558.46
MEAT GRINDER #31	01 1100 731 2 208 001	\$549.00
NETA LODGING #43	01 1100 610 1 201 003	-\$314.00
OFFICE SUPPLIES #32	01 1100 610 2 141 002	\$321.55
PARKING SIGN #28	01 2410 610 2 209 001	\$30.92
PENCIL SHARPENERS/CRAYONS #47	01 1100 610 1 708 008	\$63.10
PHONE SERVICE	01 2310 382 1 033 000	\$32.24
	01 2310 382 2 033 000	\$32.24
	01 2510 382 1 001 000	\$380.67
	01 2510 382 1 001 003	\$252.30
	01 2510 382 1 001 004	\$253.16
	01 2510 382 1 001 005	\$312.48
	01 2510 382 1 001 008	\$252.24
	01 2510 382 1 001 009	\$252.32
	01 2510 382 1 001 010	\$252.72
	01 2510 382 1 001 012	\$243.35
	01 2510 382 1 001 014	\$623.64
	01 2510 382 1 001 021	\$96.64
	01 2510 382 2 001 000	\$380.66
	01 2510 382 2 001 001	\$845.32
	01 2510 382 2 001 002	\$629.66
PLANBOOK #44	01 1100 643 1 302 004	\$204.00
PLANNERS #43	01 1100 610 1 203 003	\$314.37

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POSTAGE #24	01 2510 531 1 001 000	\$3.75
	01 2510 531 2 001 000	\$3.75
POSTAGE #32	01 2410 531 2 141 002	\$32.20
POSTAGE #47	01 2410 531 1 945 008	\$5.20
	01 3535 531 2 027 000	\$55.00
POSTAGE FOR HOMEWORK #47	01 2410 531 1 945 008	\$8.70
POSTAGE METER	01 2510 531 1 001 000	\$111.42
	01 2510 531 2 001 000	\$111.41
POSTCARDS #48	01 1100 610 1 910 012	\$26.94
PRI LINES	01 2510 382 1 001 000	\$415.47
	01 2510 382 2 001 000	\$415.47
PROFESSIONAL STAND MIXER #22	01 6700 731 2 028 002	\$385.19
PROJECTOR MOUNT #28	01 2410 731 2 209 001	\$85.55
SANDPAPER #32	01 1100 610 2 141 002	\$37.97
SHELF BUILDING SUPPLIES #26	01 1100 610 2 208 001	\$127.41
SHRM MEMBERSHIP #46	01 2210 810 1 901 000	\$109.50
	01 2210 810 2 901 000	\$109.50
SPEECH PATHOLOGY #36	01 2152 643 1 004 000	\$99.00
STORAGE #45	01 1100 610 1 028 005	\$127.96
STUDENT SUPPLIES #36	01 6910 610 1 035 000	\$1,419.00
	01 6910 610 2 035 000	\$1,419.00
SUBSCRIPTION FOR VIDEO	01 1100 810 2 945 001	\$69.93
SUPPLIES #28	01 2410 610 2 209 001	\$17.11
SUPPLIES #32	01 1100 610 2 141 002	\$37.65
SUPPLIES #36	01 2151 610 1 004 012	\$47.90
	01 2151 610 1 004 014	\$39.38
	01 2151 610 1 496 014	\$80.62
SUPPLIES #42	01 1100 610 1 127 010	\$11.70
	01 1100 610 1 317 004	\$58.47
SUPPLIES #47	01 1100 610 1 702 008	\$79.95
	01 1100 610 1 705 008	\$24.61
SUPPLIES #48	01 1100 610 1 904 012	\$119.90
	01 1100 610 1 912 012	\$26.54
SWAY BARS	01 2650 610 1 001 000	\$21.98

504			01 2650 610 2 001 000	\$21.98
505		THERMOMETER #32	01 1100 610 2 945 002	\$57.76
506		THREAD FOR MASKS #32	01 2510 610 1 945 000	\$3.88
507			01 2510 610 2 945 000	\$3.88
508		VINYL CLEANER	01 2650 610 1 001 000	\$10.00
509			01 2650 610 2 001 000	\$10.00
510		WASTE	01 2630 420 1 001 000	\$92.63
511			01 2630 420 2 001 000	\$92.62
512	NPS SUBSIDIARY Total			\$25,192.59
513	O'BANION PAINTING	PAINT AND REPAIR HALLWAYS JH	01 2620 430 2 001 002	\$5,215.00
514		PAINTING AND REPAIRS	01 2620 430 2 001 002	\$3,045.00
515	O'BANION PAINTING Total			\$8,260.00
516	O'KEEFE ELEVATOR COMPANY,	ELEVATOR MAINT. CONTRACT	01 2620 430 1 001 000	\$101.13
517			01 2620 430 1 001 005	\$202.27
518			01 2620 430 1 001 014	\$202.27
519			01 2620 430 2 001 000	\$101.13
520			01 2620 430 2 001 001	\$202.27
521			01 2620 430 2 001 002	\$202.27
522	O'KEEFE ELEVATOR COMPANY, Total			\$1,011.34
523	OMAHA WORLD HERALD	ADS	01 2210 540 1 901 000	\$2,962.50
524			01 2210 540 2 901 000	\$2,962.50
525	OMAHA WORLD HERALD Total			\$5,925.00
526	OMAHA WORLD-HERALD	OMAHA WORLD HERALD	01 2620 610 1 001 000	\$122.88
527			01 2620 610 2 001 000	\$122.87
528	OMAHA WORLD-HERALD Total			\$245.75
529	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 430 1 001 000	\$3.84
530			01 2620 430 2 001 000	\$3.83
531	ONE CALL CONCEPTS, INC Total			\$7.67
532	ORIENTAL TRADING COMPANY	CLASSROOM SUPPLIES	01 1100 610 1 213 003	\$129.30
533	ORIENTAL TRADING COMPANY Total			\$129.30
534	PERRY,GUTHERY,HAASE	COVID DIRECTION	01 2330 317 1 945 000	\$289.50
535			01 2330 317 2 945 000	\$289.50
536		LEGAL SERVICES	01 2330 317 1 001 000	\$484.50
537			01 2330 317 2 001 000	\$484.50

538	PERRY,GUTHERY,HAASE Total			\$1,548.00
539	PFEIL, KARY	SIXPENCE JOB COACH MAY 2020	01 3541 340 1 035 000	\$1,250.00
540	PFEIL, KARY Total			\$1,250.00
541	POLLARD PUMPING	JET LINE	01 2620 430 1 001 000	\$92.50
542			01 2620 430 2 001 000	\$92.50
543	POLLARD PUMPING Total			\$185.00
544	POWERSCHOOL GROUP LLC	TRAINING	01 2211 330 1 901 000	\$1,050.00
545			01 2211 330 2 901 000	\$1,050.00
546	POWERSCHOOL GROUP LLC Total			\$2,100.00
547	PRESENCE LEARNING	APRIL SPEECH THERAPY	01 2151 320 1 004 000	\$15,029.53
548	PRESENCE LEARNING Total			\$15,029.53
549	PRIME SANITATION SERVICE	MAY 2020	01 2610 420 1 001 000	\$1,950.00
550			01 2610 420 2 001 000	\$1,950.00
551	PRIME SANITATION SERVICE Total			\$3,900.00
552	PRIORITY COMMUNICATIONS	FAX MACHINES & STUDENT LINE	01 2620 610 1 001 014	\$255.00
553			01 2620 610 2 001 001	\$810.00
554			01 2620 610 2 001 002	\$255.00
555	PRIORITY COMMUNICATIONS Total			\$1,320.00
556	PUTTERS JEWELRY	MEDALS FOR AWARDS NIGHT	01 1100 610 2 141 002	\$80.00
557	PUTTERS JEWELRY Total			\$80.00
558	QUILL CORPORATION	LAMINATING FILM	01 1190 610 1 163 021	\$67.60
559		SUPPLIES	01 2510 610 1 001 000	\$68.03
560			01 2510 610 2 001 000	\$68.02
561	QUILL CORPORATION Total			\$203.65
562	RASMUSSEN MECHANICAL	COUNTER TOP REGISTERS	01 2620 430 2 001 001	\$10,359.00
563		MOTOR, CAPACITOR	01 2620 610 1 001 003	\$694.83
564	RASMUSSEN MECHANICAL Total			\$11,053.83
565	REALLY GOOD STUFF	CHALKBOARD DESKTOP HELPERS	01 1100 610 1 217 003	\$83.98
566		FOLDERS	01 1100 610 1 201 003	\$94.45
567		GENERAL SUPPLIES	01 1100 610 1 028 005	\$331.45
568		MATH POCKET CHART	01 1100 610 1 908 012	\$45.99
569	REALLY GOOD STUFF Total			\$555.87
570	RENAISSANCE LEARNING, INC	STAR READING	01 1100 643 1 028 000	\$8,715.00
571	RENAISSANCE LEARNING, INC Total			\$8,715.00

572	S AND S WORLDWIDE	COOP SUPPLIES	01 1100 610 0 001 000	\$370.50
573	S AND S WORLDWIDE Total			\$370.50
574	SCHEER'S ACE HARDWARE	5/8S SHLD	01 2620 610 2 001 001	\$3.18
575		CLAMP AND SINK CLIP	01 2620 610 2 001 002	\$24.90
576	SCHEER'S ACE HARDWARE Total			\$28.08
577	SCHOOL DATEBOOKS	4TH GRADE DATEBOOKS	01 1100 610 1 104 010	\$371.43
578	SCHOOL DATEBOOKS Total			\$371.43
579	SCREENCASTIFY, LLC	WEB/CLOUD BASED SOFTWARE	01 1100 643 1 945 000	\$1,125.00
580			01 1100 643 2 945 000	\$1,125.00
581	SCREENCASTIFY, LLC Total			\$2,250.00
582	SERVICEMASTER OF NORFOLK	APRIL JANITORIAL	01 2610 420 1 001 000	\$1,665.84
583			01 2610 420 1 001 005	\$1,642.60
584			01 2610 420 1 001 010	\$2,460.00
585			01 2610 420 1 001 012	\$2,320.00
586			01 2610 420 1 001 021	\$3,905.00
587			01 2610 420 2 001 000	\$1,665.83
588		FEB 1-MARCH 16 2020 JANITORIAL	01 2610 420 1 001 010	\$3,775.40
589	SERVICEMASTER OF NORFOLK Total			\$17,434.67
590	SHERWIN-WILLIAMS	PAINT FOR GRANT	01 2620 610 1 001 003	\$378.00
591		PAINT FOR GRANT ELEMENTARY	01 2620 610 1 001 003	\$1,167.00
592		PAINT FOR JH	01 2620 610 2 001 002	\$631.25
593		PAINT FOR LINCOLN	01 2620 610 1 001 005	\$126.25
594		PAINT FOR MS	01 2620 610 1 001 014	\$378.75
595		PAINT FOR WASHINGTON	01 2620 610 1 001 008	\$126.25
596		PAINT FOR WESTSIDE	01 2620 610 1 001 009	\$505.00
597	SHERWIN-WILLIAMS Total			\$3,312.50
598	SID #1	WATER WOODLAND PARK	01 2610 410 1 001 012	\$78.94
599	SID #1 Total			\$78.94
600	SNYDER, JENNIFER	VIDEO REVIEW	01 6416 340 1 017 000	\$220.00
601	SNYDER, JENNIFER Total			\$220.00
602	STERLING COMPUTERS	COMPUTERS	01 1100 734 1 005 000	\$27,217.95
603			01 1100 734 2 005 000	\$27,217.95
604	STERLING COMPUTERS Total			\$54,435.90
605	SYNCB/AMAZON	A WRITING REVOLUTION	01 6969 640 1 028 000	\$278.08

606			01 6969 640 2 028 000	\$278.07
607		FAMILY INVOLVEMENT SUPPLIES	01 6925 610 1 035 000	\$470.42
608			01 6925 610 2 035 000	\$470.42
609		FIRE HD TABLET	01 6969 610 1 028 000	\$142.49
610		FOLDING GEOMETRIC SHAPES	01 1200 610 1 004 000	\$25.41
611		JOURNAL COVERS	01 1100 610 1 805 009	\$49.98
612		LIFE SKILLS TRAINING	01 1200 610 1 823 009	\$99.79
613		MAKING GRADES MATTER BOOK	01 6310 640 2 028 000	\$184.75
614		MAKING GRADES MATTER BOOKS	01 6310 640 2 028 000	\$36.95
615		MONITOR STAND	01 2211 610 1 901 000	\$49.95
616			01 2211 610 2 901 000	\$49.95
617		MONROE CARTRIDGE RIBBONS	01 2510 610 1 001 000	\$18.05
618			01 2510 610 2 001 000	\$18.05
619		SUPPLIES	01 1100 610 1 810 009	\$158.74
620			01 1100 610 1 813 009	\$194.39
621	SYNCB/AMAZON Total			\$2,525.49
622	TEACHER INNOVATIONS, INC	PLANBOOK	01 1100 610 1 602 005	\$48.00
623	TEACHER INNOVATIONS, INC Total			\$48.00
624	UEHLING, ALLISON	MILEAGE	01 2151 333 1 004 000	\$2.19
625		STAFF MILEAGE	01 2151 333 1 004 000	\$2.19
626	UEHLING, ALLISON Total			\$4.38
627	VOYAGER SORIS LEARNING	1 YEAR RENEWALS/TRAINING	01 1200 643 1 004 000	\$1,662.75
628			01 1200 643 2 004 000	\$1,662.75
629	VOYAGER SORIS LEARNING Total			\$3,325.50
630	WEST MUSIC COMPANY	PERCUSSION SUPPLIES	01 1100 610 1 202 003	\$204.30
631	WEST MUSIC COMPANY Total			\$204.30
632	WESTERN PSYCHOLOGICAL	CAP EXAMINER RECORD FORMS	01 2151 610 1 024 000	\$29.15
633			01 2151 610 2 024 000	\$29.15
634	WESTERN PSYCHOLOGICAL Total			\$58.30
635	WIESE, JILLIAN	STAFF MILEAGE	01 1200 333 1 004 000	\$23.12
636	WIESE, JILLIAN Total			\$23.12
637	WINNERS CIRCLE	ALL A'S MEDALS	01 2410 610 2 209 001	\$1,075.00
638		AWARDS	01 1100 610 2 202 001	\$307.89
639			01 1100 610 2 205 001	\$165.93

640			01 1100 610 2 207 001	\$152.57
641		PLAQUE-AWARD FOR EXCELLENCE	01 2310 610 1 001 000	\$27.75
642			01 2310 610 2 001 000	\$27.75
643		SIGN	01 1100 610 1 802 009	\$24.40
644	WINNERS CIRCLE Total			\$1,781.29
645	YOUNGS	COAT AND HAT HOOKS	01 2620 610 1 001 000	\$70.74
646			01 2620 610 2 001 000	\$70.73
647	YOUNGS Total			\$141.47
648	ZONE, THE	INDEPENDENT CONTRACTORS L.	01 6968 340 1 001 014	\$211.50
649	ZONE, THE Total			\$211.50
650	Grand Total			\$479,849.48
651				
652				
653	NUTRITION FUND			
654	BUDKE, TONI	REFUND LUNCH ACCOUNT MONEY	02 3100 890 0 001 000	\$23.95
655	BUDKE, TONI Total			\$23.95
656	CENTRAL RESTAURANT	FOOD BAR	02 3100 731 1 001 004	\$2,200.00
657		TRAY SLIDE	02 3100 731 1 001 004	\$1,246.50
658	CENTRAL RESTAURANT Total			\$3,446.50
659	DONALDSON, TIFFANY	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$7.17
660	DONALDSON, TIFFANY Total			\$7.17
661	EHLERS, KIM	REFUND LUNCH ACCOUNT MONEY	02 3100 890 0 001 000	\$15.60
662	EHLERS, KIM Total			\$15.60
663	HENERY, MARK OR RACHELLE	REFUND LUNCH ACCOUNT MONEY	02 3100 890 0 001 000	\$20.15
664	HENERY, MARK OR RACHELLE Total			\$20.15
665	JAMES, DAYNA	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$24.70
666	JAMES, DAYNA Total			\$24.70
667	KRUEGER, TAWNIA	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$48.65
668	KRUEGER, TAWNIA Total			\$48.65
669	LUNCHTIME SOLUTIONS, INC.	MAY 2020 SACK MEALS	02 3100 340 1 001 000	\$95,206.32
670			02 3100 340 2 001 000	\$95,206.31
671	LUNCHTIME SOLUTIONS, INC. Total			\$190,412.63
672	NPS SUBSIDIARY	SCANNER	02 3100 734 0 001 000	\$104.45
673	NPS SUBSIDIARY Total			\$104.45

674	ROMERO, MARIA ELENA	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$36.40
675	ROMERO, MARIA ELENA Total			\$36.40
676	YEHLE, JEREMIAH	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$28.50
677	YEHLE, JEREMIAH Total			\$28.50
678	Grand Total			\$194,168.70

679

680

681 **COOPERATIVE FUND**

682	KAUP, RAMONA	DC TRIP DEPOSIT REFUND	04 1200 810 2 004 000	\$100.00
683	KAUP, RAMONA Total			\$100.00
684	KLEIN, CARRE	MILEAGE	04 1200 333 1 004 000	\$44.85
685			04 1200 333 2 004 000	\$44.85
686	KLEIN, CARRE Total			\$89.70
687	NPS GENERAL FUND	POSTAGE INVOICES TO OTHER	04 1200 531 1 004 000	\$3.25
688			04 1200 531 2 004 000	\$3.25
689	NPS GENERAL FUND Total			\$6.50
690	NPS SUBSIDIARY	FOR STAFF DEVELPMENT	04 1200 531 1 004 000	\$32.50
691			04 1200 531 2 004 000	\$32.50
692	NPS SUBSIDIARY Total			\$65.00
693	RUTTEN, PAULA	INTERPRETER MENTORING	04 1200 340 1 004 000	\$332.50
694			04 1200 340 2 004 000	\$332.50
695	RUTTEN, PAULA Total			\$665.00
696	SYNCB/AMAZON	IPAD CASES	04 1200 610 1 004 000	\$86.55
697			04 1200 610 2 004 000	\$86.55
698	SYNCB/AMAZON Total			\$173.10
699	Grand Total			\$1,099.30

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702 **DEPRECIATION FUND**

703	KPE	CONSULTING SERVICES	06 2900 340 1 001 000	\$2,550.44
704			06 2900 340 2 001 000	\$2,550.43
705	KPE Total			\$5,100.87
706	Grand Total			\$5,100.87

707

708

709 **SPECIAL BUILDING FUND**

710	J.H.HESPE COMPANY INC	EARLY LEARNING CENTER	08 2515 340 1 001 000	\$25,000.00
711	J.H.HESPE COMPANY INC Total			\$25,000.00
712	Grand Total			\$25,000.00

713

714

715 **QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND**

716	JEO CONSULTING GROUP, INC	2020 PARKING LOT IMPROVEMENTS	09 2515 340 1 001 000	\$646.00
717			09 2515 340 2 001 000	\$646.00
718	JEO CONSULTING GROUP, INC Total			\$1,292.00
719	RASMUSSEN MECHANICAL	JEFFERSON HVAC RENOVATION	09 2515 340 1 001 004	\$91,223.10
720		JH HVAC RENOVATION	09 2515 340 2 001 002	\$90,904.50
721	RASMUSSEN MECHANICAL Total			\$182,127.60
722	UNION BANK & TRUST COMPANY	2012 SERIES CLOSEOUT COSTS	09 2515 890 0 001 000	\$315.67
723		2014 SERIES CLOSEOUT COSTS	09 2515 890 0 001 000	\$274.00
724	UNION BANK & TRUST COMPANY Total			\$589.67
725	Grand Total			\$184,009.27

726

727

728 **EMPLOYEE BENEFIT FUND**

729	NEBR WORKFORCE DEVELOPMENT	QUARTELY STATEMENT OF BENEFIT	11 2900 340 1 001 000	\$162.11
730			11 2900 340 2 001 000	\$162.11
731	NEBR WORKFORCE DEVELOPMENT Total			\$324.22
732	Grand Total			\$324.22

733

734

735 **STUDENT FEE FUND**

736	KRUSE, DAWN	SUMMER SCHOOL REFUND A. KRUSE	17 2190 610 0 976 000	\$20.00
737	KRUSE, DAWN Total			\$20.00
738	MCDONALD, ALLISON	SUMMER SCHOOL REFUND N.	17 2190 610 0 976 000	\$40.00
739	MCDONALD, ALLISON Total			\$40.00
740	NORFOLK SENIOR HIGH SCHOOL	ACTIVITY CARD FUND 17 TO SH	17 2190 610 2 577 001	\$9,584.01
741	NORFOLK SENIOR HIGH SCHOOL Total			\$9,584.01

742	NPS SUBSIDIARY	ACCOUNT CLEANUP MOVED TO JH	17 2190 610 2 672 002	\$8,445.21
743			17 2190 610 2 885 002	\$11,060.00
744		SUMMER SCHOOL FEE REFUNDS	17 2190 610 0 976 000	\$120.00
745		SUPPLIES FROM EARL MAY	17 2190 610 1 669 014	\$30.00
746	NPS SUBSIDIARY Total			\$19,655.21
747	REISENWEBER, GRETCHEN	C. WACKER SUMMER SCHOOL REFUND	17 2190 610 0 976 000	\$20.00
748	REISENWEBER, GRETCHEN Total			\$20.00
749	Grand Total			\$29,319.22



Norfolk Public Schools

Definition & Guidelines for Homework

Updated 3-27-2019 5-20-2020

Norfolk Public Schools believes that homework contributes to the development of our students by building responsibility, self-discipline, academic achievement, and lifelong learning habits, when it has a clear academic purpose that is focused on learning targets. Norfolk Public Schools also values our partnership with parents and believes that strong family involvement is critical to student success.

Homework Definition

Homework:

- Supports learning standards
- Provides practice on learning targets introduced during the school day
- Strengthens the learning of concepts, knowledge, procedures and skills
- Provides opportunities for individual student growth
- Maintains a clear purpose that is communicated to students
- Increases students' responsibility for learning
- Encourages collaboration between parents, students, and teachers

Homework Guidelines

- Teachers need to ensure assigned homework meets the NPS definition of homework.
- Homework should be based upon previously introduced skills and concepts, differentiated according to student needs, and be used as evidence for making instructional decisions.
- ~~Because homework is formative in nature, it will not be figured into a student's grade. However,~~ evidence regarding homework will be collected and recorded, so that meaningful feedback can be provided to students and parents. This feedback should be a timely reflection of student progress on learning targets,

and it should be personalized to individual students, in order to increase students' responsibility in the learning process.

- Homework will be included as part of the formative portion of a student's final grade calculation, as indicated below:
 - K-2 Formative 0% Summative 100%
 - 3-4 Formative 10% Summative 90%
 - 5-12 Formative 15% Summative 85%

Departments and grade levels will be given discretion to determine what types of assignments and activities (homework, class activities, labs, quizzes) will be included within the category of formative work and how much weight will be assigned to each, as long as they comply with the percentages listed above.

- Teachers' professional judgement should be utilized when determining the amount and type of homework assigned, based upon grade level, developmental appropriateness, course, and purpose. However, general guidelines for total time spent on homework each night are:
 - Grades K-2 - Typically should not exceed 10-20 minutes per night
 - Grades 3-4 - Typically should not exceed 30-40 minutes per night
 - MS - Typically should not exceed 1 hour per night
 - JH- Typically should not exceed 1.5 hours per night
 - SH - Typically should not exceed 2 hours per night
- ~~Class work that is sent home because it was not completed during the allotted time during the school day is expected to be completed and may be graded.~~
- Teachers will communicate with families regularly regarding the work that is occurring in the classroom, so that parents can help children practice skills and strengthen learning and concepts at home.

Homework is limited at the elementary level (grades K-4). If specific work is not sent home:

- Reading at home is encouraged. This should occur daily, if possible.
- Practicing skills that were learned during the day is also encouraged (examples: spelling words and math facts).
- Parents may contact teachers if they want more guidance regarding how to practice and reinforce skills at home.

This definition and guidelines for homework were created by a cross-section of K-12 teachers and administrators, following the completion of a thorough review of the research and literature on the topic.

Resources:

- [Center for Public Education: What Research Says About the Value of Homework: Research Review](http://www.centerforpubliceducation.org) (2007). www.centerforpubliceducation.org.
- Cooper, Lindsay, Nye, & Greathouse (1998). [Relationships Among Attitudes About Homework, Amount of Homework Assigned and Completed, and Student Achievement](#), *Journal of Educational Psychology*, 90, 17-83.
- Cooper, Robinson & Patall (2006). [Does Homework Improve Academic Achievement: A Synthesis of Research, 1987-2003](#), *Review of Educational Research*, 76, 1-62.
- Cooper and Valentine (2001). [Using Research to Answer Practical Questions about Homework](#), *Educational Psychologist*, 36(3), 143-153.
- Hattie (2009). [Visible Learning](#), Routledge, 234-236.
- Marzano and Pickering (2007). [The Case For and Against Homework](#), *Educational Leadership* 64(6), 74-79.
- Marzano, Pickering & Pollock (2001). [Classroom Instruction that Works: Research-based strategies for increasing student achievement](#). ASCD, 60-71.
- Muhlenbruck, Cooper, Nye & Lindsay (2000). [Homework and Achievement: Explaining the different strengths of relation at the elementary and secondary school levels](#), *Social Psychology of Education*, 3, 295-317.
- O'Donnell, Reeve, & Smith (2011). [Educational Psychology: Reflection for Action](#). John Wiley & Sons, Inc., 58-64.
- Protheroe (2009). [Good Homework Policy](#), *Principal*, 42-45.
- Vatterott (2010). [5 Hallmarks of Good Homework](#), *Educational Leadership*, 68(1), p 10-15.

Norfolk Public Schools
Norfolk, Nebraska
August, 2020

Dear Students, Parents, and Guardians:

The Norfolk Public Schools' staff is excited to partner with you throughout the 2020-2021 school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

This handbook contains information that is important for us to meet that vision. It is intended to serve as a guide to our schools. Although it contains detailed information on many topics, it is not intended to be all-encompassing. It does not cover every situation and circumstance that may arise during the school year, and it does not create a "contract." The administration reserves the right to make decisions and rule revisions when necessary to implement the educational program and to assure the well-being of our students.

Thank you, in advance, for partnering with us, as we strive to be a top-performing school that provides outstanding educational opportunities for every student. We look forward to a very successful year, focused on student learning.

Please return the attached Acknowledgement Sheet for our files. If you have any questions regarding the attached material, please feel free to contact a building administrator or the Director of Student Services.

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

Norfolk Public Schools
Norfolk, Nebraska
August, 2020

The family of _____ (print student's name) received and had an opportunity to read the Rules and Regulations for Student Conduct and Students' Rights and Responsibilities, Harassment Policy, Internet Policy, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities for the students in the Norfolk Public Schools. We understand that each student is responsible for becoming familiar with the handbook and know the information contained in it.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Norfolk High School
801 Riverside Boulevard
Norfolk, NE 68701
402-644-2529 Office
402-644-2534 Guidance

Senior High Administration

Derek Ippensen	Principal	
John Erwin	Assistant Principal	
Jason Settles	Assistant Principal	
David Nelson	Dean of Students	
Ben Ries	Activities Director	Room 302

Guidance Counselors Begin with Students Last Name

Jose Hernandez	A – D	Room 300
Brian Porn	E – K	Room 300
Heather Marotz	L – Ri	Room 300
Kendra Marshall	Ro – Z	Room 300

Administrative Assistants

Melissa Hansen	Secretary/Finances	MainOffice
Kelly Hansen	Attendance	Main Office
Deanna Dolezal	AP Secretary/Registrar	Main Office
Stephanie Hutchison	Receptionist	Main Office
Peggy Dolliver	Principal’s Assistant	Main Office
Dave Lichtenberg	SRO	Main Office
Connie Ingram	Guidance Secretary	Room 300
Lesa Mitchell	Activities Secretary	Room 304
Trish Bowers	Security	Room 806
	Lunch Program	Room 204

NORFOLK HIGH SCHOOL
From the desk of the Principal

Dear Parents and Students of Norfolk High School,

Welcome to the 2020-2021 school year. I am excited and honored to serve as the principal of Norfolk High School. Along with this dedicated team of teachers and staff, I am ready to continue the process of creating exceptional and effective learning opportunities. Together, with your support, input, and cooperation, we can offer our students the best possible programs and opportunities.

This handbook contains the rights and responsibilities of parents, students, teachers, and administrators, as well as the legal basis and rationale on which policies are founded. As part of our team, it is important for parents to read, discuss, and help enforce the rules and regulations enclosed in this student handbook. Our goal is not to continually punish students

for inappropriate behaviors, but to support them in their efforts to learn and exhibit those which are appropriate.

Together, we (parents, business leaders, community members, administrators, teachers, and staff) are responsible for the welfare of our students. We must work together to model and support appropriate behavior, suitable dress, and punctual attendance. Together, we can provide and maintain a positive and safe learning environment for all students. This handbook serves as a guide for all of us to follow.

Success is dependent on us working together as a team. If we work together, nothing can prevent us from being a top-performing school that provides outstanding educational opportunities for every student and being a source of pride for and an asset to our community. If we work together, nothing can prevent us from preparing all students to pursue their goals for the future. If we work together, nothing can prevent our success.

Sincerely,

Derek Ippensen, Ed.S.
Principal, Norfolk High School

Norfolk Public Schools Vision Statement

It is the vision of Norfolk Public Schools to be a top performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

Norfolk Public Schools District Mission Statement The mission of Norfolk Public Schools is to prepare all students to pursue their goals for the future.

Norfolk High Fight Song

On For Norfolk High School

On To Victory

Panthers of Norfolk

Always Fight For Thee RAH, RAH, RAH

On To Win The Battle

With All Our Might

Panthers Of Norfolk

Maroon And White

NHS Bell Schedules

8:00 am to 3:25 pm

Period

1	8:00-8:48 a.m.
2	8:52-9:40 a.m.
3	9:44-10:32 a.m.
4	10:36-11:24 a.m.
5	11:28-12:16 a.m.
6	12:20-1:08 p.m.
7	1:12-2:00 p.m.
8	2:04-2:52 p.m.
ELO	2:56-3:25 p.m.

Lunch Periods

5A	11:28-11:52 a.m.
5B	11:52-12:16 p.m.
6A	12:20-12:44 p.m.
6B	12:44-1:08 p.m.

8:00 am to 2:00 pm

Period

1	8:00-8:41 a.m.
2	8:45-9:26 a.m.
3	9:30-10:11 a.m.
4	10:15-10:56 a.m.
5	11:00-11:43 a.m.
6	11:47-12:30 p.m.
7	12:34-1:15 p.m.
8	1:19-2:00 p.m.

5A	11:00-11:21 a.m.
5B	11:22- 11:43 a.m.
6A	11:47-12:08 p.m.
6B	12:09-12:30 p.m.

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ACADEMIC INFORMATION

Academic Awards

Graduating with Honors

Students who graduate with honors will wear white cords at graduation. Students who earn this recognition in grades 9 - 12 must: Have a cumulative grade point average of at least 94%.

Graduating with Distinction

Students who “graduate with distinction” will wear gold cords at graduation. Students who earn this recognition in grades 9 - 12 must:

- Have a cumulative grade point average of at least 94%.
- Successfully complete four years of Math. Algebra 1 in eighth grade will satisfy one year.
- Successfully complete four years of literature and composition courses excluding Basic English I & II in addition to the Speech requirement.
- Successfully complete three years of Science, which may include only the following: Physical Science, Biology, AP Biology, Chemistry, AP Chemistry, Physics, AP Physics, Anatomy & Physiology.
- Successfully complete two years of the same Foreign Language.
- Successfully complete at least 50 credits each school year regardless of summer school attendance.
- Successfully complete at least one weighted grade course with a minimum non-weighted grade of 70% or a dual credit course.
- Not be an early graduate.

Graduating with Highest Distinction

Students who “graduate with highest distinction” will be limited to the top 5% of the graduating class. This number will be determined as a percentage of the candidates for graduation as of February 1. These students will wear white gowns at graduation. Students who earn this recognition in grades 9 - 12 must:

- Complete all items in sections A & B.
- Been in attendance as a full time student for two continuous semesters at Norfolk Senior High, including the commencement semester. Transfer students must have earned credits from an accredited high school.
- Not be an early graduate.

Honor Roll

Each semester an Honor Roll of students meeting minimum course requirements listed above and receiving all A's and B's is published.

Any student receiving an “NC”, no credit, grade will not be included in either the Principal's List or Honor Roll. “NC”, no credit, is a grade recorded for students who have exceeded the attendance policy. Students receiving “INC”, incomplete, grades must remove the incomplete grades within five school days after the conclusion of each semester to be considered for these two honors. A grade of “C” in a grade weighted class will be considered a “B” and a “B” in a grade weighted class will be considered an “A” for the purposes of establishing the Honor Roll.

Norfolk Senior High All A's Award

Students receiving all “A” grades and carrying a minimum of 10 academic semester courses for the year.

- All courses including nine-week courses count toward this award.

- First time award winners receive a Bronze Medal.
- Second time award winners receive a Silver Medal.
- Third time award winners receive a Plaque.

Norfolk Senior High Science Award

Students must have a cumulative grade point average of 94%. Students must obtain an 86% or higher in at least four science classes in grades 10-12 with at least one class from each of the following categories:

- Biology, AP Biology, Physiology
- Chemistry, AP Chemistry
- Physics, AP Physics

President’s Award for Educational Excellence and Outstanding Academic Achievement:

- Cumulative grade point average of 92%
- Composite ACT of 25 or higher or a comparable SAT score.

Academic Achievement Award:

- Cumulative grade point average of at least 94
- Completed during the current school year a minimum of fifty credits of which thirty credits were from English, math, science, and/or foreign language.

Principal’s List

Each semester a Principal’s List will be published recognizing students who earn all A’s and meet the minimum course requirements: 9th, 10th, and 11th grade students must have 30 credits each semester. 12th grade students must have twenty-five credits each semester. Of the minimum course load, students must have at least four numeric grades. Students appearing on the Principal’s List will not appear on the Honor Roll list.

College Visits

Students choosing to visit a college during their junior or senior year must pre-arrange the absence with their teachers by using the pre-arranged absence form. Students are given two absences to visit a post-secondary institution during their junior or senior year. Students must have pre-arranged the absence with the attendance secretary and provide documentation from the institution of the visit upon their return.

Finals Policy

In the event that a student is considering being absent during final exams the students must:

1. The student’s parent/guardian must communicate with Administration.
2. Administration will inform teachers of the absence
3. The student will be scheduled to take the test on the first teacher day after the winter break or in the spring semester on the last teacher workday or as arranged with individual teachers.

Grade Classification

Students are classified annually according to the following credits:

Seniors	170-230
Juniors	110-169
Sophomores	50- 109
Freshman	0- 49

A student may be reclassified at midterm if this reclassification helps him/her rejoin his original class.

Grading Scale

The grading system for Norfolk Public Schools is as follows:

A = Outstanding, 94-100%	P= Pass
B = Above Average, 86-93%	INC= Incomplete
C = Average, 78-85%	WD= Withdrawal
D = Below Average, 70-77%	NC= No Credit
F = Failing, below 70%	

Only semester grades are considered permanent and appear on Transcripts. Board Policy 5202, Article 5 - Amendment of Student Records.

Minimum Required Course Load Per Semester

- Freshman, sophomores, and juniors are required to be enrolled in academic subjects that total 30 credits (6 academic courses).
- Seniors are required to be enrolled in academic subjects that total 25 credits each semester (5 academic courses).
- Requests for exceptions to the above requirements shall be submitted in writing to the Senior High Principal.

Academic credits are those given to most courses. Teacher and Office Aide positions do not count as academic credits.

Physical Education Grades

Physical Education will be using letter and percentage grades. These grades will not count in the student's grade point average. Final grades will be Pass or Fail.

Registration

Pre-registration of students in attendance is held during the spring term proceeding the fall term. Registration of students new to the District is held during the two weeks prior to the fall term. Students who have dropped during their senior high career must first conference with the Principal before being allowed to register.

Schedule Changes

Spring registration is considered final. Schedule changes will occur only if a mistake has been made in scheduling or if a student has failed required classes needed for graduation. The NHS Master Schedule of classes is composed, teachers are hired and assigned, rooms are assigned, facilities are built or adjusted, and supplies/materials are purchased based upon the number of students registered for specific classes. Therefore, wholesale schedule changing would not only affect the carefully planned outline of the student's high school career, but it would also nullify the efforts made in constructing a well-developed Master Building Schedule for all students and teachers. If you have a problem or discover a mistake in your schedule, continue to follow the assigned schedule until you visit with your counselor (an appointment will probably be required). Do not miss the class in question while waiting for your counselor. Make an appointment before or after school or during a free period. If you do not present your teacher with a guidance appointment slip before you have a conference with your counselor, you will receive a grade of zero for the time(s) missed.

Required Courses for Graduating

- Eight semesters of Language Arts (including one semester of Speech/Debate);
- Six semesters of Social Studies (of which two semesters must be in American History 2, • One semester of World Cultures, and one semester of Government);
- Six semesters of Science;
- Six semesters of Mathematics in succession;
- Two semesters of Physical Education;
- One semester of Technology;
- Completion of a Personal Learning Plan;

Language Arts, must include: 40 credits
10 credits of English 9
10 credits of English 10
10 credits of composition/literature

- 5 credits of speech
- 5 credits of elective courses in the area of language arts
- Social Studies, must include: 30 credits
 - 20 credits of American History
 - 5 credits of world cultures/geography
 - 5 credits of government
- Science, must include: 30 credits
 - 10 credits of physical science
 - 10 credits of biology
 - 10 credits of elective courses in the area of science
- Mathematics, must include: 30 credits
 - 10 credits of algebra
 - 10 credits of geometry
 - 10 credits of elective courses in the area of mathematics
- Physical Education: must include: 10 credits
- Computer Technology: must include: 5 credits
- Electives, must include: 85 credits
 - Eighty-five credit hours of elective courses in the content area(s) of student's choice

Any request for exception to the graduation requirements shall be submitted, in writing, to the Senior High Principal at least 60 calendar days prior to the graduation date.

Requirements for Graduation

- A student must complete 230 credits, grades 9 thru 12, to qualify for graduation.
- At least the last two terms shall have been completed in residence at Norfolk Senior High. This two-term resident requirement may include a summer term. If a student cannot meet this graduation requirement and wishes to be considered for graduation, he must make application to the Superintendent of Schools, through the Senior High Principal, stating in writing his/her reason for being unable to fulfill the residency requirement.
- A student may ask to be considered for graduation at the end of the first semester when the student shall have satisfied the graduation requirements for Norfolk Senior High. This request shall be submitted in writing to the Senior High Principal by October 15th and March 15th.

Schedule Changes

Before you will be permitted to drop any class or change a teacher consultation with your counselor, the teacher, Assistant Principal, and parent are necessary.

- If a student drops a class after 10 school days, a WD (Withdrawal) will be recorded on his/her transcript.
- All students dropping a class after the 10-day drop period will be placed in a study hall.
- Students dropping a course after the first nine weeks of each semester will receive a 60% on their transcript.

Transfer Credit/Correspondence Courses

Transfer credits must be from an accredited institution. Correspondence credits must also be from an accredited institution and meet the following criteria: written approval of the Principal, must not take less than 5 weeks to complete, have an approved supervisor, be completed by the time annually designated for completion of Senior grades and credits, (typically the Monday prior to graduation.)

Weighted Grades

At the present time all Advanced Placement courses and Accounting 2 are "weighted" courses. Weighting shall be 10%.

SCHOOL POLICIES AND REGULATIONS

Access to Records

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 79-4,157, the Federal Education Right to Privacy Act (FERPA), **Military Recruiters (Board Policy 5012)** and other applicable law during regular business hours of the school.

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Norfolk Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student. A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

Activity Cards

Any student may purchase an activity card for \$35. The Activity Card allows students to attend all NHS home games, the opening night of plays and musical. It is not valid at NSAA sponsored activities (districts and state tournaments) or the Northeast Nebraska Track Classic.

After School Events

Norfolk Senior High School offers a number of events students may attend after the school day has ended. It is our expectation that a student attending one of these events either home or away will follow the Norfolk Public Schools Rights and Responsibilities along with the Norfolk Senior High Code of Conduct.

Attendance

Punctual and regular attendance is an extremely important part of your daily school record. All students are required to attend school daily. State law allows a maximum of twenty days per school year. Absences are excused only when the parents have contacted the school within 24 hours of the absence. All absences (excused or unexcused) shall count towards the twenty-day limit, except for school activity absences and suspensions. Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10 and 15 absence a meeting will be requested to go over an attendance improvement plan. On the 20 absence a letter will be sent to the Madison County Attorney's office.

Attendance - Prearranged Absences

Request for pre-arranged absences must be completed and turned into the Attendance Office 24 hours prior to the date(s) of the absence. The pre-arranged absences sheets are available from the receptionist. Students are required to meet with each of their teachers to arrange for schoolwork. Parents need to contact the Attendance Office to verify the absence. These absences will be counted toward the mandatory 10-day absence policy. Students who are involved in non-school sponsored activities are required to complete the pre-arranged absence for 24 hours in advance of the absence.

Attendance - Tardiness:

Students are allowed three tardies to 1st period ONLY before consequences are given. Consequences will be assigned to students tardy to any classes following 1st period on the first tardy. A student will receive a 20 minute detention for the first tardy for all periods except for 1st period which will begin on the 4th tardy. Each additional tardy on the same school day will result in an additional 10 minutes per tardy. First period tardies will be reset to zero at the start of each semester. Tardiness beyond 10 minutes is considered an absence from class. Students can only be excused by a parent when tardy entering the building for the students first period of the day.

Attendance - Truancies/Unexcused Absences

Students will be considered truant if they (See Truancy Policy)

- Fail to report to school and do not have an excuse from parents or guardians within 24 hours.
- Leave the building without checking out with the main office or school nurse and/or fail to have a parent call before leaving school.
- Are not in their assigned class, but remain in the school building without permission. Students that remain unexcused will face disciplinary action as per school policy.

Attendance - Appeal Process

Parents will be notified after the fifth, eighth, and tenth absence from each course. Students missing 11 or more days will be required to complete an attendance appeal form. The appeal procedures will be given to students approximately one week prior to the end of the semester. This appeal process is to address the importance of attending school for academic success.

Book Bags/Backpacks/Duffel Bags

Book bags, backpacks, duffel bags, and other large bags are viewed as equipment to transport books and supplies between home and school. They must be stored in hall lockers or, in the case of duffel bags, in the student's gym locker. For safety reasons, these items are not to be used during the school day to carry books and supplies from class to class. Books and supplies must be carried by hand. This will require that students organize their lockers and plan their day around class schedules so that books and supplies may be located quickly and students are not tardy to class.

Bicycles

A bicycle rack is available for bicycle riders and is located at the west entrance. All bicycles should be chained.

Birth Certificate

By state law, any student enrolling and transferring to Norfolk High School must provide a certified copy of his/her birth certificate or acceptable affidavit. Students will not be allowed to enroll until these documents have been submitted to the school.

Breakfast Program

The high school will be serving breakfast in the morning. Students who want to eat our school breakfast will be able to enter the building at 7:20 a.m. Breakfast will be served from **7:20-7:50 a. m.** each school day. Students should enter the building from the main entrance (door #1). Students riding the bus will be able to eat breakfast when they arrive.

Cafeteria

A well-balanced Class "A" hot lunch is provided during the school year for all students. The School Board determines the cost of a lunch. All meals are served in the cafeteria. In addition to the regular lunch the Cafeteria provides several items ala Carte each day. Sack

lunches must be eaten in the cafeteria or the student center. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination 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, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TDD). USDA is an equal opportunity provider and employer." The forum area is not to be used for eating purposes. **Food, drink, or snack items may only be consumed in the cafeteria, the student lounge, or other designated area.** After eating you may visit in the cafeteria, student lounge forum. Because classes are being held, students may not loiter in the hallways or locker areas.

Bringing food in from outside vendors (McDonalds, Burger King, Subway, etc) is not permitted. Students should eat at those establishments.

Nondiscrimination 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, 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

This institution is an equal opportunity provider.

Cell Phone/ Electronic devices Policy

As with any tool, there are appropriate places and times for the use of these devices. Permissible situations for use of cell phone/electronic devices are when designated for learning by teacher, during passing periods and during lunch. Administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day. By allowing students to carry cell phones/electronic devices into the school building, students and their families are consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other actions deemed inappropriate by administration. Students who fail to follow the cell phone policy will be subject to the code of conduct. MP3 players, cellular phones, CD players, beepers/pagers, and laser pointers have limited usage in an educational setting. There exists a great potential for theft, a lack of control over the material being listened to, and the possible interference of the educational process. Students using these items without permission, in areas not approved, or without teacher permission will have the item(s) confiscated and returned according to the code of conduct. Students refusing to turn over their device to a staff member will be sent to the office to meet with an administrator. **Norfolk Senior High is not responsible for loss of any of these items.**

Class Officer Nominations

- All members of the class, in good academic standing, who are interested in a particular class office may register as a candidate by submitting his or her name.
- The principal shall set a deadline when all filing shall be completed.
- Please refer to guidelines regulating the participation in extracurricular activities and holding office positions.
- Class officers will be selected from the elected student council membership

Counseling Center

There are four Guidance Counselors at Norfolk Senior High School. Each one is assigned to a part of the alphabet. If you have a problem of any kind, feel free to go to the guidance office and visit with one of the counselors. Guidance services are for your benefit. The

counselors can help make the most of your high school years and plan wisely for the future. Some of the more important matters, which the counselors can help you with, include the following:

- A counselor might help you in understanding yourself and finding your place in school. The counselors have available to them a complete record of your scores on scholastic aptitude, achievement, vocational interest tests, grades achieved in classes, and other pertinent information. Knowing and understanding this information will help you to understand yourself better, direct yourself better, and find your place in life.
- Students may also sign up to take part in Job Shadowing and Mentoring

Credit for Course Work during Suspension

Students serving In School or Out School Suspensions will receive full credit for their work completed while in the suspension.

Demographic Changes

Students who change their address and/or phone numbers should report such changes immediately to the **Main Office**. The school also needs an emergency phone number where a responsible adult can be contacted immediately in the event of any emergency.

Detentions

Detentions will be assigned to students who engage in irresponsible behavior. Detentions must be served after school unless permission granted by a school administrator to do it before school. Students unable to serve a detention on the date assigned must notify the office. Failure to serve a detention within three days of the assigned the detention may result in the detention being doubled or being assigned to ISS.

Discrimination

It is the policy of the Norfolk Public Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by the Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Opportunity in Education Act may be directed to: Superintendent's Office, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2504.

Emergency Exclusion:

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

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

Equal Treatment of Students

Sensitive to Student Needs: It is the position of the Board of Education that all employees of the Norfolk Public Schools be sensitive to the needs of all students. The Norfolk Public School staff must continually strive to treat all students equally including those who have concerns or questions regarding controversial issues such as abortion, alternative lifestyles, or same sex marriages. Likewise, all students have the right 1) to attend school free from verbal and physical harassment, 2) to attend school where respect and dignity for all is enforced by staff, and 3) to be included in support programs or resources that exist to help teenagers deal with the challenges of adolescence.

Procedures

If a student who has specific questions or concerns about a staff member of the Norfolk Public Schools regarding any of the issues listed above (or others) and requests assistance of help the following steps should be followed:

- Have the student contact one of the school counselors.
- The counselor will provide the student help in obtaining professional assistance outside the school district including experts: ministers, priests, family counselors, health experts, psychologists, etc.
- If a student believes their rights have been violated the matter will be sent to the building principal for further review and action is needed.

Extra-Curricular Activity Participation

Students must attend the ½ day (or ½ of their assigned courses) performance). When in doubt consult with school athletic director regarding eligibility *immediately prior* to participating in any school activity (practice or

Fines

At times, students may incur fines for overdue library books, damage to books or property, loss of school equipment, class fines, etc. Students are expected to be responsible for their property and take care of the items the school has loaned them for periods of time. Students are expected to take care of these fines as they occur. Appeals for fines should be made to a building administrator. Failure to pay fines may result in administrative consequences. Students may not be able to attend designated school activities (like school dances) until all school fines are paid.

Grievance Procedure

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem with the person directly involved.

If that conference is not successful, then the person should see the person who has the next step of responsibility.

- For classroom problems the student/parent should discuss the problem with the classroom teacher privately.
- If that conference is not successful, then one of the administrators should be contacted.
- If the student/parent is still not satisfied they may file a complaint with the Director of Student Services using the proper Complaint forms.

Harassment

The Norfolk Public Schools prohibit any form of harassment against employees, applicants for employment, and students. Everyone has the legal right to come to school without being harassed. Harassment takes many forms, but in simple terms, threats, name calling, verbal and/or physical intimidation unwanted teasing, telling falsehoods, etc. are considered harassment. Students engaging in harassing behavior can expect to face disciplinary and possibly legal action. Anyone who feels he/she has been harassed should immediately contact: Superintendent's Office, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2504. See the Norfolk Public Schools Harassment Policy in this handbook.

Hazing

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Norfolk Senior High School will not tolerate hazing in any form.

Health Services

The school nurse's office is located on the first floor of the north addition in room 161. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable disease, encouragement of physical and dental examinations and promoting sound mental health. Any student who has to leave the school because of illness must check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office staff speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a non-prescription medication during school, the following procedures are to be followed Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry a medication with them during the school day. ***If your child has a fever or vomits at home, please keep them at home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they return to school. Please check with the school before bringing your child back to school.***

Note: Immunizations and shot records need to be current and complete or students will not be allowed to enroll in school.

Homeless Students Policy

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 segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) 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; (5) 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; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) 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 (2) 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 as provided in Nebraska Rule 19.

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. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;

2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the [Name] Public Schools based on it being the school of origin, the new school and [Name] Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Identification Cards

Each student will receive an identification card, which is the property of Norfolk Senior High School. The ID card is required to use the cafeteria, library, and to have open campus. Students must carry their ID card at all times and be prepared to show it upon request. A replacement identification card will cost \$5. If students choose to leave Norfolk Senior High School the identification must be returned as part of the withdrawal process. Student entering the building without an ID card will be asked to sign in to verify their identity. If a student enters the building more than 5 times without their ID they will be referred to an administrator and required to purchase a new identification card for \$5. Repeat offenders may be subject to social suspension.

Immunization / Physical Examination Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, 2020:

A student is defined as any child entering Kindergarten through 12th and all students transferring from outside the State of Nebraska regardless of grade:

- 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

Additionally for 7th grade students- 1 dose of Tdap given any time after 10-11 years of age.

Nebraska Law also requires evidence of a vision exam and physical examination by a qualified physician, physician's assistant or nurse practitioner for students transferring in from out of the state.

Lockers

Your locker belongs to the school district. For convenience, the School Board gives each student permission to use a locker during the school year. Therefore, students cannot expect their locker to be free from inspection by the school if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

- A signed locker agreement is due at the time of schedule pickup.
- Students should not leave valuables in any locker (regular or PE). Money, jewelry, and other valuable items are enticements for untrustworthy people and impossible to trace.
- Material, which by its nature might offend another student, may not be hung in lockers. Also, writing on lockers, inside or out, is prohibited.
- Lockers are to be locked at all times! Never give your lock combination to anyone. Padlocks will be issued free provided the student returns the lock at the end of the year; otherwise a fee of \$5 will be assessed.
- At the end of the school year Senior High expects the students to clean out their lockers and leave them as they found them. Failure to do so will result in a \$5 fine.

The school is not responsible for losses from lockers, whether locked or not. Lockers have been assigned. No changes may be made without notifying the office. Students are responsible for their assigned locker.

Lost and Found

Any article that you may find on the school grounds should be turned in to the lost and found in the office. Be sure to check the lost and found if you have lost something. Items unclaimed at the end of each semester will be donated to a local charity.

Make Up Work

Students with excused absences will be permitted to make up their work, and they are expected to make the effort to see that this work is done. Students who will be gone for an extended period are asked to request their homework with the school receptionist to facilitate the work being complete when the student returns. Generally, the student will have the same number of school days to complete makeup work, as he or she was absent, however each teacher has their own policy and it will be made available on the first day of class.

Media Center

The purpose of the Senior High Library is to provide students and teachers with materials for enrichment of classroom work and recreational reading. The library is open daily from 7:30 a.m. to 4:00 p.m., except when otherwise announced. The following items about the Media Center should be helpful:

- You are expected to enter and exit the main entrance through the security gate only.
- To come to the Media Center during any assigned class period or study hall you must have a green pass.
- You are responsible for signing in and out of the Media Center and returning the pass to the teacher or study hall monitor before the end of the class period. You will need your ID card to check out materials.
- In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.
- Most library materials may be borrowed for two weeks and then renewed if they are still needed. Reference books, reserve books, periodicals, and vertical file materials are overnight materials and are due before first period the next school day. Any overdue book must be returned or declared lost; if lost, you must pay for the book. If the book is later found and returned to the Media Center, all money will be refunded.
- You will be expected to allow a media specialist to check all materials carried from the Media Center. If you have food or drink in the Media Center, if you act in a disrespectful or disruptive manner, if you are destructive to the Media Center materials, facility, or furniture you will be subject to disciplinary action ranging from detention to being restricted from use of the Media Center.

You are expected to be self-disciplined and use your time in the library to read and/or do research. The Media Center is for you; therefore, think of it as a privilege (not as a right) to use and enjoy.

Multicultural Policy

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Native Americans and Latino;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives;
- and providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within the Norfolk Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

National Honor Society

- Norfolk Senior High is a member of the National Honor Society. To be eligible for membership, the candidate must be a member of the junior class.
- Candidates must have been in attendance at Norfolk Senior High the equivalent of one full semester prior to election.
- Candidates must have a cumulative grade point average of at least 90 percent. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of members to the National Honor Society shall be by a majority vote of the faculty selection committee. This faculty selections committee shall be composed of teachers from Mathematics, Science, English, Foreign Language and Social Science departments.
- Eligible students may not apply for membership to the National Honor Society. They must, however, complete a student profile that will be used by the faculty selection committee in selecting honor society members.
- The above criteria have been adopted in accordance with the National Honor Society Guidelines.

Open Campus

Norfolk Senior High offers modified open campus to responsible juniors and seniors.

- Freshman and Sophomores do not have any open campus privileges.
- Any Junior or Senior failing one or more classes may lose open campus privilege.
- Any Junior or Senior not on track to meet graduation requirements may not be given open campus privilege.

Students may lose open campus and be assigned to study hall for: loitering in the parking lot, littering, being tardy after open campus, cutting classes and/or being unexcused/truant and other school rule violations.

Parental Involvement In Education (LB 1161):

Madison County School District No. 2 after having conducted a public hearing concerning parental involvement and participation in the school district declares that it will be the policy of the Norfolk Public Schools to provide access to parents to all textbooks, tests, curriculum materials and any other instructional materials used by the school.

Parking

School and student safety is the top priority for NHS and NPS, therefore, all vehicles parked in the parking lots surrounding Norfolk High School must display a parking permit issued by the High School. **Parking permits and replacement permits may be purchased for \$5 at the High School.** Parking at Norfolk High is limited. We suggest getting to school early (7:40 am) and the following guidelines:

- Parking on the grass, visitors area, assigned areas, bus loading zones, islands, are prohibited and will result in being ticketed.
- Parking spaces in front of the apartment buildings are for residents only.
- Do not park in front of mailboxes or driveways.
- Respect the other vehicles parked in the parking lots.
- Report all accidents to the SRO and Security.
- Lock your vehicle and keep all valuables out of sight.

Violations will be ticketed:

- 1st Violation = \$5 fine and student conference with security/SRO
- 2nd Violation = \$15 fine, student conference, and parent contact
- 3rd Violation = \$30 fine, referral to administration, possible loss of parking privileges

****Every parking violation after the 3rd ticket will result in \$30 fine for each one thereafter.****

Vehicles parked on school lots are subject to searches if deemed necessary by High School Administration.

Safety is a priority. Please enter and exit the parking lots safely. Violation of parking rules may result in assigned parking. Failure to do so may result in loss of parking permit.

Participation Fee

The Norfolk School Board initiated a Participation Fee of \$50. All students participating in an activity in which the sponsor is paid as an extra-duty must pay this fee. The fee is \$50 whether the student is involved in 1 activity or 10. This fee includes an Activity Card required by the Senior High. In the student fees policy the participation fee is referred to as an "activity fee."

Passes

- Students may request to leave a classroom no more than two times per day. These passes when granted are to be recorded in the student's planner.
- Students who are returning to an assigned area at a teacher or administrator's request should have a "green pass" which is not recorded in the student planner.
- Students wishing to use the Media Center during an assigned class or study hall must have a "green pass" from the teacher they are completing work for and sign in at the Media Center desk.
- Students accessing the Achievement Center during Study Hall are to request a "pink pass" from their classroom teacher or Study Hall teacher and check in upon their arrival.

Passing Time

The ~~four minute~~ passing time between class periods is to allow students to use the restrooms, go to their locker when appropriate, and to move from room to room. NHS expects students to use this time efficiently, appropriately, and to arrive at their next class period on time.

Permit to Leave the Building

Any student who has to leave the school because of illness or other reasons must check out with the office or the School Nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. Students who receive permits to leave the building for Doctor's, Dentist's, or other appointments must have a parent contact the school or bring a written notice from the doctor or dentist prior to leaving. Norfolk Senior High reserves the right to verify all appointments.

Photographs/Press Releases

Unless parents specifically request in writing to the building principal that their student(s) should not be included student photographs and names may be released for print in school social media accounts, the school websites, and local media publications.

Physical Examinations

State guidelines require a physical examination signed by a doctor or a signed waiver prior to the seventh grade. This needs to be completed prior to the start of school.

Parents/ Guardians- please note that if your child is planning on playing sports at the 8th grade level, that the sports physical must be completed AFTER the date of May 1 of that year. The NSAA athletic bylaws require the physical to be completed after May 1. If a student has a physical that is dated earlier than May 1st, they will be asked to obtain a new physical in order to participate in sports.

Police Interviews - Policy 5413

With the exclusion of the Norfolk Public School Resource Officer; law enforcement or juvenile officers will not be allowed to interview students at school during the school day without the school official making a reasonable effort to contact parents. *The building principal may grant exceptions to probation and parole officers who desire to meet with students who are already on probation and/or representatives of Social Services who are accompanied by law enforcement officers.* If physical violence or a criminal act occurs at school, the school principal or designee may call the police without first receiving authorization from parents.

Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and

consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Norfolk Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Notification Of Concern

It shall be the policy of the district that whenever a parental objection is raised concerning textbooks, tests, or other curriculum materials, the subject matter and concern should be brought to the building principal in writing. Only those requests made in good faith for reasons of conscience or on religious beliefs will be honored. Requests will be made to the building principal on a standard exemption form that will be available in all school buildings and the administrative offices of the District. The administrator of the building will direct the appropriate personnel to make a reasonable effort to provide (when reasonable or practical to do so) alternate instructional and/or school experiences for those activities from which the student has been excused.

Rehabilitation Act of 1973 - Notice to Parents of Rights Afforded by Section 504

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Royalty Selection

Homecoming King and Queen:

- Five (5) candidates for Homecoming King and five (5) candidates for Homecoming King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two consecutive semesters prior to the election. Seniors who graduated early are not eligible to become candidates for Homecoming King or Queen. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- The senior boys will select the Queen candidates and the senior girls will select the King candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

Winter Royalty King and Queen:

- Candidates for the Winter Royalty King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two consecutive semesters prior to the election.

- Students who were candidates for Homecoming King and Queen and students who have graduated early will have their names removed from the lists. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- The senior boys will select the Queen candidates, and the senior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

Prom King and Queen:

- Candidates for Prom King and Queen will be selected from a list of senior boys and girls who are full-time students and have attended NHS for two consecutive semesters prior to the election. Students who were candidates for Homecoming King and Queen, Winter Royalty King and Queen, and early graduates will have their names removed from the list. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- Junior boys will select the Queen candidates and junior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
- The entire Junior and Senior classes will vote to select the King and Queen from the list of candidates.
- No girl shall be a candidate for more than one queen. No boy shall be a candidate for more than one king.

School Dances

- Students attending the dances must have their school identification card with them to enter the dance. All students without a card will not be admitted.
- Prior to entering the dance students and their guests must submit to an alcohol breath test. Students who test positive will not be allowed to enter and the police and parents will be contacted.
- Dancing must be appropriate. No front to back dancing; students must face each other.
- Re-entry will not be allowed – once a student or guest leaves the dance, the student or guest will not be allowed to return.
- After the first hour of the dance students will not be permitted to enter the dance.
- NHS administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
- Students are requested to choose apparel that is both modest and decent.
- Students are allowed to bring one guest. Guest must be High School Freshman and no older than 20.
- If you plan to bring a guest from outside of Norfolk Senior High School you need to do the following things:
 - o Sign your guest up in the office. Guests who are not signed up in advance will not be admitted.
 - o Guests from other schools need to bring their identification cards with them to be admitted to the dance.
 - o Guests who are no longer in school must bring a drivers' license or appropriate photo identification with them to prove that they are no older than 20 years old.

School Hours

Norfolk High School is open for general student usage from 7:40 am until 3:40 pm daily (7:40 am to 2:15 pm on Wednesdays). Students meeting with teachers or involved in activities are expected to remain in those areas. Doors 1 and 16 will be opened for students on school days beginning at 7:30 am and will be locked at 8:10 am. Students arriving before 7:40 am will sit in the school cafeteria. After school all students not meeting with teachers, in school activities, or in detention are to leave the building promptly.

School Nurse

The school nurse's office is immediately west of the administrative offices. If you are ill, secure a pass from your teacher and report to the nurse's office. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from school due to illness or accident. Failure to check out through the Nurse's Office or the Main Office shall be considered truancy. The student is not to call the parent. A permit to leave the building includes signing out at the office. Students returning to school following three consecutive days of illness/injury must check in with the school nurse.

Search and Seizure-Policy 5406

The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by

the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including drug sniff dogs, will be contacted when circumstances dictate.

Smoking and Profanity

Smoking and profanity are not permitted on any school grounds, in any school building, at any school function, during any part of the day, which includes evening activities. Any of the above may result in the student being suspended. Please refer to the Students Rights and Responsibilities and/or Board policies, which specify suspension and from school. Also see the Senior High Code of Conduct.

Social Moratorium

Students committing violations in Student Code of Conduct areas A, B, C, and H may also be assigned a social moratorium for the remainder of the current semester. During the moratorium students would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from attending include school dances, sporting events, concerts, drama productions, and musical productions. Administrators may also assign a social moratorium in the case of multiple violations of NHS Code of Conduct categories. (ie truancy / refusal to comply)

Special Education

What is "special education?" Special education refers to "specially designed instruction or support for students with verified disabilities." Which persons are entitled to a special education? School districts in Nebraska provide an education for individuals with disabilities from birth through 21, or program completion.

What disabilities are served through special education programs? Children who benefit from the program offered may have one or more of the following disabilities: behavioral disorder, deafness, blindness, hearing impairment, mental handicap (mild, moderate, severe/profound), orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, visual impairment, autism, or traumatic brain injury. Every effort will be made to educate students with a disability with their non-disabled peers.

How does a child qualify for a special education program?

- a) Any parent or teacher who believes a child may have a disability, can request a Student Assistance Team (SAT) meeting to discuss the possibility of a referral for a special education evaluation.
- b) If the SAT members believe a special education evaluation is necessary, a recommendation will be made to the parents to grant permission for this evaluation.
- c) After written parental permission has been obtained, appropriate qualified professionals complete an evaluation of the child and make recommendations to a Multi-Disciplinary Team (MDT) to determine if there is a disability.
- d) If it is determined that a child has a verified disability, parents and staff members agree on an Individual Education Plan (IEP) to serve the child's special needs.
- e) The child is placed in an appropriate level of special education service that may include a continuum of services ranging from continued regular classroom placement with assistance provided to separate specialized programs. This placement is determined by the IEP team of which parents are an integral part, and is based upon a student's learning needs. Written parental permission is needed for initial placement into special education programming.

Staff Qualifications

On December 10, 2015, President Barack Obama signed the Every Student Succeeds Act (ESSA) into law as Public Law Number 114-95. ESSA reauthorizes the Elementary and Secondary Education Act of 1965 "to ensure that every child achieves."⁽¹⁾

ESSA is the nation's general education law and, as such, has been revised by Congress many times over the years. The last reauthorization took place in 2001 and was called the No Child Left Behind Act (NCLB).

In accordance with the Every Student Succeeds Act/ PARENTS' RIGHT-TO-KNOW, this is a notification from Norfolk Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner: a) information regarding the professional qualifications of your student's classroom teachers.

Please note that Norfolk High school is not Title I school, however, Norfolk Public Schools does receive Title monies.

The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- I. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - a. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - b. The teachers baccalaureate degree major, graduate certification, and field of discipline; and
 - c. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]

Student Behavior

Every effort is made to work with students and special and/or disciplinary problems. Assistance from teachers is solicited in an attempt to accomplish this end. Every effort will be made to make the consequences fit the inappropriate behavior. Special efforts are being made to coordinate behavior expectations and to make consequences consistent among the Middle School, Junior and Senior High. Detentions, work details, loss of privileges, suspension, and even expulsion may result from a single inappropriate behavior or a pattern of inappropriate behaviors based upon the nature of the action(s). Complete standards of behavior, actions which may result in short or long term suspensions, and the procedures for both are contained in the "Students Rights and Responsibilities" which is included in this handbook. Each student receives their handbook on their first day of school and which require acknowledgment by parent and student signature.

Student Discipline

Student discipline is handled in a structured manner and is designed to serve as a deterrent. Consequences for violating school rules and policies include Conferencing with Administration, Conferencing with Guidance Counselors, Detention, Saturday School, In-School Suspension, Out-of-School Suspension, and Expulsion. Please review the Student Rights and Responsibility Section of this handbook for complete information on suspension and expulsion. The Norfolk Senior High Code of Conduct is also contained in this handbook.

Student Dress Code-Policy 5101

Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the educational process. Our public schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty and decency. Administrators must weigh community standards, harassment or standards of others, along with the individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of Norfolk will take pride in their appearance and their school.

Guidelines

- Advertising or promotion of violence/firearms, alcoholic beverages, tobacco, and illegal drugs is not permitted. This includes jewelry.
- Attire that contains vulgar or offensive language, or is sexually explicit, indecent, or lewd.
- All shirts worn must, fit well in the armpit area, and not have a plunging neckline
- Two-piece outfits must touch at the waist. Bare midriffs are not permitted. Skirts and dresses are to be appropriate and modest.
- Shoes must be worn at all times. Slippers are not acceptable.

- Clothing usually worn as undergarments cannot be worn as outer garments. All undergarments (ie; bra, underwear, boxer shorts etc.) should be covered at all times.
- The wearing of caps or hats or hoods will not be permitted. Caps or hats or hoods must be removed upon entering the building. Wearing or carrying bandannas or colored handkerchiefs will not be permitted. (Violations will result in hats and bandanas being confiscated until the end of the school year.)
- The wearing of jeans with holes, slashes, or cuts will not be permitted if they occur above mid-thigh.
- **In order for any clothing item(s) to be considered school appropriate they must cover a person's chest/cleavage, midriff, and buttocks at all times.**
- Chains that are connected at both ends to clothing or wallets/billfolds and are not longer than 12 inches will be permitted if the chain is appropriate for school.

Dress Code Violation Consequences

Violators will be required to change! In some cases the shirt, hat, necklace, etc. will be confiscated and held for parents to pick-up.

Students who refuse to correct dress code violations will be referred to the office. Refusal will be considered a violation of student code of conduct category I1 and students will be subject to the included consequences.

Student Rosters/Student Photos

Norfolk Senior High provides a listing of students to U. S. Military Recruiters, Colleges, and occasionally to Senior High approved vendors, i.e. Class Rings, Graduation Supplies. Students may also have their photo used in Norfolk High and local media publications. Families not wanting to be included on the mailing list or not wanting their students photo used must contact the Guidance Office prior to September 1st of each school year.

Student Visitors

It is not the policy of Norfolk Senior High School to allow non-students to attend classes with a student. We feel it is important not to interrupt the educational process.

Student Withdrawal

If a student plans to drop or transfer to another school, he or she must report to the Guidance Department for a withdrawal slip. The student then asks each teacher to sign the slip and indicate that the student has checked in all books and met all other obligations. The withdrawal slip is then returned to the Principal's Office.

Study Hall Expectations

Students not taking a full load of courses will be placed in a mandatory study hall. This study hall is considered an important part of the complete curriculum and offers students an excellent opportunity to complete schoolwork. Unexcused absences, or trancies, will not be tolerated and students will be dealt with according to policy.

Students may not:

- Talk without the instructor's permission.
- Change seats without the instructor's permission.
- Leave without a pass from the teacher.
- Sleep during study hall.
- Play games.

Students must:

- Be in the room before the bell rings.

- Bring materials to study hall.
- Follow the instructor's directions.
- Report back from a pass before the bell.

Technology

Students at Norfolk Senior High are required to follow the Norfolk Public Schools Internet Policy. Students and faculty must abide by the policies contained in that agreement. Students and faculty that fail to follow those policies will have their access to technology terminated.

Specifically, Norfolk Senior High School reserves the right to inspect all network files without specific permission with reasonable cause in the interest of system security and integrity. Norfolk Senior High School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain privacy, security and integrity of the Norfolk Senior High School's computing facilities. Norfolk Senior High does not allow any copying of school-owned or licensed software or data to another computer system for personal or external use without prior approval. In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.

A complete copy of the "Technology & Internet Agreement" is available at the office. The Norfolk Public School's Internet Policy may be found in this handbook.

Telephones

Use of the office phone will only be allowed in an emergency or when a student is ill. After school usage will begin at 3:30 pm.

Title VI Indian Education

The Title VII Indian Education Program, serving K-12 students, offers tutoring, mentoring, home-school communication/coordination and distributes school supplies each semester. If your student, the parent or grandparent is an enrolled member of a Native American Tribe, please fill out the Student Eligibility form available from your School Principal or Central Office (512 Philip). For additional information or assistance for Native American students, please contact Central Office at 644-2500

Transportation Guidelines

Norfolk Public Schools may provide transportation for all students involved in activities which require transportation. Students may be required to travel together as a team (or group) both to and from the activity. This provides a safe and secure process for all students. **(Board Policy 5506). In rare situations, a parent/guardian may request, in writing, to take their child either to or from the scheduled activity. This will only be allowed by giving the head coach/sponsor 24 hours notice.** The head coach/sponsor will seek administrative approval before granting this request. Off campus classes transportation will not be provided.

Video Surveillance

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

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recordings may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Commented [1]: NECC/Internship/practicum- do we need wording?

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

STUDENTS' RIGHTS AND RESPONSIBILITIES IN NORFOLK PUBLIC SCHOOLS

AUGUST, 2020

The mission of Norfolk Public Schools is to prepare all students to pursue their goals for the future

This mission is based on beliefs and principles about how students learn and what they must know to behave as responsible citizens and productive workers in a highly competitive, increasingly global society.

This policy statement provides the general guidelines of conduct, which are expected of our students. It also describes the responsibilities of the students in relation to this conduct standard.

These rules and standards apply to all school buildings and grounds, during and immediately before or after school hours. They also apply to school-sponsored functions both on and off school property.

The Board of Education has adopted the following policies of general application governing student conduct in all schools. Principals will establish other rules and regulations applicable to conduct at their respective sites that are consistent with those established by the Board of Education.

I. GENERAL STANDARDS OF BEHAVIOR:

It is expected that students will conduct themselves in a manner, which is considerate of others, respectful of property and mindful of the good of all.

Students should therefore:

- Attend school regularly and punctually.
- Act in a manner that will enhance the learning environment for all students.
- Use school facilities in a way that will conserve their continued usefulness.
- Apply themselves to the best of their ability to the learning tasks assigned.
- Abide by school regulations and assist in their enforcement and modification.
- Participate constructively in school government and assist in modification or regulations for general school improvement.

II. STUDENT USE/ABUSE OF ALCOHOL AND OTHER SUBSTANCES:

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal, contagious, and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia (except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-a-likes. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

The school district will provide a health curriculum that will include strategies of prevention and intervention designed to educate students on the use/abuse of alcohol and other substances.

Violations of this policy will be handled in accordance with the rules and regulations set forth in this document.

III. ATTENDANCE POLICY

A. Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness.

B. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR: SUSPENSION OR EXPULSION

Conduct which violates the rules and regulations and policies adopted by the Board of Education and as set forth below will subject the student to disciplinary action. Disciplinary action may be, but is not limited to:

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.
- D. Requirement that the student remain in school after regular hours, summers and Saturdays to complete additional work.
- E. Restriction of participation in extracurricular activity.
- F. Involving law enforcement and/or social service agencies.
- G. **Short-term suspension:** Any student may be excluded from the Norfolk Public Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below. Also reference Board Policy 5101

1. Circumstances warranting short-term suspension:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts.
- b. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
- c. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education. Some **objectionable activities or behavior** which could result in short-term suspensions are as follows:
 - 1. Refusal to comply with reasonable standards of behavior established by teachers or building administrator.
 - 2. Use of abusive or profane language.
 - 3. Fighting.
 - 4. Willful truancy or willful and repeated tardiness.
 - 5. Vandalism, theft or pilferage of property belonging to the school district staff members or students.
 - 6. Engaging in the unlawful possession, being under the influence of, selling, dispensing, or use of an illegal substance, tobacco or alcoholic beverage.
 - 7. Committing any other act or becoming involved in any other activity, which causes a disruption in the normal educational opportunity for other students.
- d. If the student's conduct presents a clear threat to the physical safety of himself/herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- e. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska law.

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator (Assistant Principal/ Dean of Students) is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified, the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.

- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon, as is reasonably possible.
- e. Such suspension may be either "in-school," where in a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where in a student is not permitted to be present on school property. **In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.**
- f. Opportunity will be given students so suspended to make up work missed.
- g. If the building administrator makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian must appeal with the Building Head Principal within 5 school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the building administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within three calendar days from the date that the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Building Head Principal.

Long-term suspension/expulsion:

Long-term suspension shall mean the exclusion of a student from attendance in all schools within the Norfolk Public School System for a period of time exceeding five but less than twenty school days. **Expulsion** shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances

- **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
- **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
- **Special circumstances involving firearms.** Expulsion period not less than one calendar year.

2. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
- c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.

- f. Students are forbidden, knowingly or voluntarily, to bring to school, possess. Handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds.
- Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.
- g. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

- any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
 - any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.
- h. Engaging in the unlawful possession being under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.
- i. Public indecency.
- j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
- k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
- l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school, purposes.

Procedure for long-term suspension/expulsion:

The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal (Head Building Principal, Assistant Principal) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
- c. Such written 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.
 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
- d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) 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.
- e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- f. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
- g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
- h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
- i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined in Section G.I.c. above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

NORFOLK, NEBRASKA

STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

August, 2020

The following rights and responsibilities are designed to strengthen self-discipline, to enhance physical and mental conditioning, to improve the health of the participant, and to provide due process to protect all students participating in extracurricular activities while attending the Norfolk Public Schools. It is the belief of the Norfolk Public Schools that students participating in activities should be held to a higher standard.

All students in grades 9 - 12 may be excluded from participation in extracurricular activities for the following infractions:

- Conduct constituting grounds for suspension or expulsion from the academic program as established in board policy.
- Any other violation of rules or standards of behavior under this policy.

Such exclusion shall be made only after the building administrator has made an investigation of the alleged conduct or violation and has determined that the student is guilty of the rules or standards of behavior contained in this policy. Before the exclusion(s) shall take effect, the student shall be given oral or written notice of the charges, an explanation of the evidence the authorities have, and an opportunity to present his/her version of the incident.

Activities Covered

All students engaged in activities, such as:

- Interscholastic activities, including but not limited to, speech, debate, band, choir, orchestra, DECA, FFA, FBLA, and athletics;
- Elected to a position of responsibility, including but not limited to, class officer, student council, or position of responsibility in any school activity;
- Representing the school in all school sponsored activities, including but not limited to, drama, Pink Panthers, band, and cheerleaders; or
- Honor Positions, including but not limited to Homecoming, Winter Royalty, and Prom will be governed by the following rules.

These rules apply to student conduct during the entire calendar year. If a student violates one or more of these rules, he/she shall be subject to discipline as described in this policy.

Eligibility

In order to compete in Nebraska School Activities Association sanctioned activities, and all school sponsored activities, students must:

- Successfully complete 20 academic credits the prior semester and,
- Be enrolled in 20 academic credits during the current semester.

Rules/Standards

The following rules and standards concerning student conduct for extracurricular activities are established to assist the Norfolk Public Schools in carrying out the function of the activity. The infractions are:

1. Possess, use, be under the influence of, sell or distribute alcohol or illegal drugs or possess drug paraphernalia.
 - a. In alcohol/drug related incidents, school administration shall recommend to families that students have an alcohol/drug evaluation performed by a qualified drug/alcohol counselor. The purpose of the evaluation is to help the individual student and the family. A list of local agencies is available from the principal, school nurse, or guidance counselor.
2. Possession or use of tobacco.
3. Engaging in any activity which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the state of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
4. Classified as a Class IV or V Misdemeanor under the following categories:
 - a. Tobacco use by minors
 - b. Minor misrepresenting age to obtain tobacco
5. Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
6. Violation of the Norfolk Public Schools' Harassment Policy.
7. Offenses which are not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be unacceptable.

Committing any act, which is classified as a felony by the State of Nebraska, may be considered a third offense under the exclusion section of this policy.

The above listing is not inclusive and the administration and school reserves the right to deal with all infractions and violations on an individual basis. All violations will be dealt with in an equitable manner.

A committee will be formed to deal with and interpret violations not listed or in question. The committee membership will be representative of the entire School Staff.

Exclusions

Exclusion(s) is (are) to take place in the activity or activities that the student is currently engaged in or in the next activity in which the student participates.

Students will not be allowed to serve exclusion in an activity if they were not involved in that activity the prior season or school year. They will not be allowed to participate in any other activity until the suspension is completed.

First Offense

When a student violates one of the previously listed infractions the building administrator (Assistant Principal) will exclude that student from their current activity or activities or their next activity for a term equal to one-fourth of the season.

Self Reporting

On a student's first violation of a rule listed in this policy, the student may reduce the exclusion from the activity or activities by one-half by:

- Self-reporting to the school administrator or current activity coach/sponsor within the first school day after the violation occurs, including Summer School days.

Self-reporting is an admission that the student violated a rule.

And

- In drug/alcohol violations completing an evaluation performed by a qualified drug/alcohol counselor/ (at the parent's/student's expense) and following the recommendations.
- In other violations an intervention with the student, parent, coach, Activities Director, and Counselor will be held. Students that violate a rule at school, at a school activity, or being witnessed by a school staff member may not Self-Report.

The Self-Report option is only available for first-time offenders once during their high school (grades 9-12) career.

Second Offense

The second time a student violates one of the previously listed individual rule or a combination of rules the building administrator will exclude the student from their current activity (activities) and/or their next activity for the equivalent of an entire season.

Third Offense

When a student accumulates a third violation of an individual rule or combination of rules listed previously the building administrator will exclude that student from extracurricular activities for a period of 12 months.

Fourth Offense

Any student accumulating four violations of an individual rule or combination of rules in paragraph I.A. of this policy will be excluded from extracurricular activities for the remainder of their high school career.

Procedures Of Disciplinary Consequences

Disciplinary consequences are to be administered with as much uniformity as possible. Students who are excluded from participation in extracurricular activities will be provided due process.

- A. The administration shall, as soon as is reasonably possible:
- Summarize in a written statement to the student and the student's parent or guardian, the student's alleged conduct or violation of the rules or standards.
 - Make a reasonable effort to establish a conference between the parent or guardian and the student with the appropriate personnel before the student rejoins the activity.
 - File a copy of the written summary with the Building Head Principal.
- B. If the administrator makes a decision to discipline a student who is participating in an extracurricular activity and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian shall file the appeal within five school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within seven calendar days from the date that the appeal is received.
- C. If the parent or guardian does not accept the decision made by the Building Head Principal, he/she may appeal, within five school days, to the Director of Student Services. The Director of Student Services shall review the incident and the disciplinary action imposed by the Building Head Principal. The Director of Student Services shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- D. If the parent or guardian does not accept the decision made by the Director of Student Services, he/she may appeal, within five school days, to the Superintendent of Schools. The Superintendent shall review the incident and the disciplinary action imposed by the building administrator and/or the Director of Student Services. The Superintendent shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- E. If the parent or guardian does not accept the decision made by the Superintendent of Schools, he/she may appeal to the Norfolk Public Schools' Board of Education, within five school days. The Board of Education shall review the incident and the decision made by the Superintendent of Schools. They shall inform the parent or guardian of their decision within thirty calendar days from the date that the appeal is received. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services, the Superintendent of Schools or the Board of Education.

NORFOLK PUBLIC SCHOOLS/SENIOR HIGH STUDENT FEE POLICY #5416

STUDENT FEES POLICY

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

The District's policy is to provide for the free instruction in accordance with the Nebraska Constitution, state and federal law. This means that the District's policy is to provide free instruction for all courses, activities and programs which are offered in the district by providing staff, facility, equipment, and materials that is necessary without charge or fee to the students. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided the opportunity for a fee waiver or be provided the necessary materials or equipment without charge. A student who qualifies for the free or reduced price lunch and breakfast program is not required to participate in the free or reduced price lunch and breakfast program for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity and prior to purchase of the materials. Some examples are: (1) Items necessary for all state required and elective courses offered by the district. (2) Participation in extracurricular activities and use of a musical instrument in optional music courses that are not extracurricular activities. Waivers will be updated annually by specific grade level and can be found on the school website or by contacting the specific building the student attends. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

The School Board will have a Student Fee Fund established which is for the purpose of tracking all student fee receipts and expenditures. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

Instructional / Extracurricular and Miscellaneous Fee Guidelines

- (1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- (2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable. (3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- (4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (5) Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-

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

- (6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.
- (7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.
- (8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will received one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.
- (9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.
- (10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

Guidelines on Activities, programs and services where student fees are not waived

- (1) Participation in before-and-after-school or pre-kindergarten services: Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.
- (2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.
- (3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.
- (4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.
- (5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota). Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 9, 2015

Date of Reaffirmation: September 14, 2015

Date of Revision: March 14, 2016

Date of Revision: April 11, 2016

Date of Revision: April 10, 2017

Date of Revision: April 9, 2018

Date of Revision: April 8, 2019

Student Fee List

Activity Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of \$35.

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of \$50, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form, prior to the start of their first activity.*

Activity Fees' Requirements – Grades 9-12 (as follows)

Activity	Senior High (Gr. 9-12)
Participation Fee w/ Activity Card	\$50.00/year (All NSAA Activities)

All athletic team shoes	\$50-\$100/year
Art Class Fee-Band Instrument Rental (School Owned)	\$38.00 / semester \$10.00/ a year
Band shoes	\$37.00/year
Band Uniform Cleaning	\$15.00/year
Baseball Hats	\$25.00/year
Cheerleading uniform (Shell, Skirt, Pom's and Shoes)	\$125.00/year
Choir Robe Cleaning	\$15.00/year
Choraleer Show Choir Performance Outfit Royal Pride (V), Jazz Junkies (JV)	\$100 to \$250.00/year
Flags/Color Guard	Up to \$300.00/year
Golf shirt	\$30.00/year
Graduation Cap & Gown	\$50.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests	\$25.00/year
Participation Fee	\$15/year (Non-NSAA Activities)
Pink Panthers (Shell, Skirt, Pom's and Shoes)	Uniform \$125.00
Soccer Shin Guards/socks	30.00/year
Summer School	\$20.00 per session
Swimming	\$10 cap + \$100.00 Swimsuit
Technology Fee	\$35.00/year
Tennis Boys	\$40.00 top and bottom

Tennis Girls	\$70.00 top and bottom
Volleyball	\$25.00 (Knee Pads & shorts)/year

**Courses that include projects that students may keep upon completion will be required to have project cost projection sheets completed AND signed by the student, parent and instructor, prior to beginning work on the project.

Athletic Physicals

The Nebraska School Activities Association (NSAA) requires that students involved in athletics be required to have a physical annually.

Recommended for Specific Courses

- Graph Paper-Math
- Compass-Geometry
- Protractor-Geometry
- Scientific Calculator-Algebra 2 and above
- Graphing Calculator-Algebra 2 and above
- Mechanical Pencils/Erasers-Drafting
- Safety Glasses-All Shop & Ag Courses

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations and policies developed for the safe and efficient operation of the school are not student fees.

Parking Permits

Students driving to school and parking on school grounds must register with the school office to obtain a parking permit. Vehicles parked on school grounds without a parking permit are subject to fines and may be towed at the expense of the owner of the vehicle. There is a \$5 cost to obtain the permit. There will be a \$5 charge to replace lost or damaged permits.

Graduation Caps and Gowns

In order to participate in commencement exercises students are required to ~~rent~~ purchase a cap and gown. These are not considered student fees and are not a part of this policy.

Fund Raising

Students may be required to partake in fundraising activities in order to participate in extracurricular activities. If fundraising is required for a particular extracurricular activity, any student participating in such activity shall be expected and required to participate equally and share equally in whatever funds are raised.

Penalties

Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, a transcript, or credit for coursework completed for failure to pay student fees.

Student Fee Fund

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school District fund by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Severability Clause

If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

On, **April 13, 2020** the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2008-09 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open meeting in compliance with the public meeting laws. See amended date at bottom of page.

Legal References:

Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, Section 1.
Neb. Rev. Stat. 79-241, 79-605, and 79-611 (transportation)
Neb. Rev. Stat. 79-2,104 (student files or records)
Neb. Rev. Stat. 79-715 (eye-protective devices)
Neb. Rev. Stat. 79-737 (liability of students for damages to school books)
Neb. Rev. Stat. 79-1104 (before and after school or pre-kindergarten services)
Neb. Rev. Stat. 79-1106 to 79-1108.03 (accelerated or differentiated curriculum)

Date of Adoption: July 18, 2002.

Amended on: **April 13, 2020**

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The Norfolk Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Student Services—512 Philip Avenue, Norfolk, NE 68701 (402) 644- 2500 Employees and Others:
Resources Director—512 Philip Avenue, Norfolk, NE 68701 (402) 644-2500

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Peticcoat Lane, 1010 Walnut Street, 3rd 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.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The Norfolk Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery), and sexually motivated stalking, against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation **will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.**

Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts.
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent **within five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators: Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).

- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. *Preventive Measures: The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with antidiscrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above. The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.*

*Date of Adoption: September 14, 2015
 Date of Reaffirmation: March 12, 2018
 Date of Revision: July 9, 2018*

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

Internet Policy

The Board of Education will provide Internet services to teachers and students to promote educational excellence in the Norfolk Public School District by facilitating resource sharing, innovation, and communication.

To teach appropriate strategies for accessing information for research and education, this school district offers access to Internet and other computer networks, subject to the rules and procedures to be set by the Board of Education, or its designee, as to such access and use.

Internet Safety and Acceptable Use--Policy 6800-will be distributed as a separate handout. Parent and student sign-offs will be required.

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

District Truancy Policy

Additional information regarding student attendance and excessive absenteeism is available on-line under Board of Education Policy 5008.

Norfolk Senior High School Code of Conduct

Students are encouraged to help make their time at Norfolk Senior High School both pleasant and beneficial. Students are expected to:

Act in a responsible manner following all rules and regulations of Norfolk Senior High and the Norfolk Public Schools

- Respect each person's individuality and his/her right to an education.
- Act appropriately and work cooperatively with everyone in the building.
- Attend all classes, coming to each class with required materials, to include completing assignments.
- Never verbally or physically abuse or harass anyone.
- Respect authority and comply to directions appropriately.
- Use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff, and other students.
- Respect the property of others.
- Constantly work to improve.

Those offenses that on their own may not lead to long term suspension or expulsion, if repeated, may lead to long term suspension or expulsion.

This is the guide used by Norfolk Senior High School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
A1 Assault on student without injury	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
A2 Assault on student with injury	OSS 5-10 days Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.	

A3 Assault on school personnel, with or without result of injury	OSS 10-19 days Notify parents and police. Recommendation for expulsion.		
A4 Fighting	OSS 3-5 days. Notify parents and police.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.

- The level of violence may affect the length of suspension.
- ***If both students “swing”, both are considered to have fought and using self-defense is not a defense.***
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.

A5 Threats, intimidating, or menacing another student including hazing.	ISS 1-3 days. May OSS 1-3 days. Notify parents, may notify police.	OSS 3-5 days. Notify parents, may notify police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.
A6 Threats, intimidating, or menacing school personnel.	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents. Recommendation for expulsion.	
A7 Swearing at school personnel	OSS 3-5 days. Notify parents and remove from the class.	OSS 5-19 days. Notify parents. Possible recommendation for expulsion.	Recommendation for expulsion.
A8 Initiating a real or perceived threat on the school ie bomb threat, shooting threat etc.	OSS 5-19 days. Notify parents, police, and/or fire marshal. Recommendation for expulsion.		

Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO. propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance

that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.

From the Norfolk Public Schools Rights and Responsibilities:

Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

- A. any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
- B. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
- C. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.

Infraction	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence
B1 Weapon	OSS 10-19 days. Retain the object. Notify parents and police. Possible Recommendation for expulsion	Retain the object. Notify parents and police. Recommendation for expulsion.	
B2 Firearm	Mandatory 1 calendar year expulsion.		
B3 Nuisance or dangerous items: stink bombs, squirt guns, snowballs, etc.	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
C1 Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/ imitation "Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 10-19 days. Notify police. Recommend drug/alcohol evaluation. Possible recommendation for expulsion.	Recommendation for expulsion.	

C2 Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind or placebo/lookalike/imitation	Recommendation for expulsion.		
C3 Possession of drug paraphernalia and or sale of.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion. SCIP referral.	OSS 10-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
D1 Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2 Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.
E1 Fire setting, arson.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for		

	loss. Recommendation for expulsion.		
E2 Graffiti or causing damage to school property, private property	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
E3 Signaling false fire alarm, tampering with equipment or extinguishers.	OSS 3-5 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.
F1 Theft or attempted theft of school or private property.	ISS/OSS 1-3 days. Notify parents and police. Reimburse for loss. Possible recommendation for OSS/expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.

F2 Wrongful possession of school or private material	ISS 1-3 days. Notify parents. May notify police.	OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F3 Knowingly receiving stolen school property.	ISS 1-3 days. Notify parents. Possible notification of police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
G1 Smoking, offering to others , or use of tobacco / vapor products. (dipping, smoking, e-cigarettes, vapor products & etc.)	ISS 1-3 days. Notify parents. SCIP referral.	OSS 3-5 days. Notify parents.	OSS 5 days. Notify parents.
G2 Possession of matches, lighter, e-cig /vapor pipe, vape products , chewing tobacco or cigarettes.	Confiscation of matches, lighter, or cigarettes. Notify parents.	ISS 1-3 days. Confiscation of matches, lighter, or cigarettes. Notify parents.	OSS 1-5 days. Confiscation of matches, lighter, or cigarettes. Notify parents.
H1 Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic, or verbal comments about an individual's body of a sexual nature or racial background.	Conference with administrator. May ISS/OSS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 5 days. Notify parents.
H2 Visual harassment: offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. May OSS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
H3 Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	OSS 1-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.
H4 Sexting: Sharing or sending sexually explicit photographs of minors via cell phone or other electronic devices	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	

11 Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.	Detention/ ISS 1-3 days. May OSS 1-3 days Notify parents.	ISS 1-3 days. May OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
12 Disruption of school activities, i.e. excessive talking, horseplay, play fighting, misuse of passes, etc.	Conference with administrator. May assign detention.	ISS 1-3 days. May OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
13 Disruption while in ISS	OSS for the remaining days of suspension.	OSS for the remaining days of suspension	OSS for the remaining days of suspension
14 Use of electronic devices i.e. Cell phones, cameras, smartwatch, CD/tape players, radios, laser pens, etc. Prior approval for educational purposes is exempt	Student will be asked to put the phone away where it cannot be accessed	Staff member will confiscate the phone and return it at the end of the period	Confiscate device. Bring to administration-office
15 NO SHOW to after school detention assigned by an administrator within the given time.	Detention will double or may be assigned to ISS.	Detention will double or may be assigned to ISS..	
16 Any lunchroom misconduct	Detention.	Suspension from lunch 1-5 days. Notify parents.	Suspension from lunch 1-10 days. Notify parents.
17 Inappropriate or Fraudulent use of school or public phone/computer/or electronic devices	May ISS/OSS 1-3 days. Notify parents. May notify police.	May ISS/OSS 1-3 days. Notify parents. May notify police.	May ISS/OSS 3-5 days. Notify parents. May notify police.
18 Buying or selling food, drinks, or any unauthorized use of a student id number.	Detention. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
19 Falsifying or altering signatures, misrepresenting or calling self in	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.

I10 Gambling in any form: pitching coins, dice, wagering with cards, etc.	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I11 Wrongful use of skateboard, roller blades, bicycles, etc. on school property	Confiscate. Notify parents. May ISS 1-3 days. Parents must pick up.	Confiscate. Notify parents. May ISS 1-3 days. Parents may pick up at the end of the year.	
I12 Truancy (1 period)	Detention.	Detention Notify parents.	Notify parents. May assign ISS.
I13 Truancy (More than 3 periods)	Assign to ISS. Notify parents.	Assign to ISS. Notify parents.	Assign to ISS. Administration may remove from course. Notify parents.
I14 Unauthorized entry into any unattended school area	ISS 1-3 days. Notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents.	OSS 1-5 days. Notify parents.
I15 Loitering	Conference with administrator. May issue detention. May contact parents.	Detention. Notify parents. Loss of open campus. May notify police.	ISS 1-3 days. Notify parents. Notify police.
I16 Leaving or entering school without following procedure	Detention.	Detention.	Student will be assigned a detention and assigned to ISS.
I17 Unprepared for class	Warning issued to student by teacher.	Student/teacher contract. Copies to counselor and assistant principal. Teacher notifies parent.	A parent conference must be held with the teacher and an administrator.
I18 Cheating on Tests and quizzes.	Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation.	Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment /assessment at a time convenient for the teacher.	Parent Conference at school w/ administration.
I19 Willful violation of other school rules and regulations (i.e. Eating in forum, bringing pop into the building, dress code violation, etc)	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	Detention. May include Saturday School. Parent conference. May confiscate and retain items for parents. Clothing changed or corrected.	

I20 Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I21 No show for Teacher detention	Remind student about detention. Parent contacted by teacher.	Teacher refers student to Administration for detention.	Student will be assigned to ISS.
I22 Misconduct for a Guest Teacher	Detention. Parent Contacted by Teacher	Teacher refers student to Administration for detention	Student will be assigned to ISS
I23 Bus Behavior: Additional consequences apply for repeated incidents after 3 rd intervention	Warning/ Conference/ Parent Call Assigned seating. Possible detention.	Parent call. Possible removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I24 Dress Code	Warning. Clothing changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I25 Continual violation of school rules	Parent Conference with an administrator. May OSS 1-3 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days.
I26 Freshmen, Sophomore and Junior students violating the closed campus policy	Detention.	2 Detentions.	3 Detentions. Consequences will increase to ISS and then to OSS.
I27 Willful violation of automobile/motorcycle procedures parking and/or driving	\$5 parking fine. Student Conference with Security/SRO	\$15 parking fine, student conference and parent contact.	\$30 fine, referral to administration, possible loss of parking privileges EVERY Parking violation after the 3 rd ticket will be \$30 fine for each one thereafter.
I28 Violation of Tardy Policy	Detention.	Detention May contact parent.	Excessive Tardies will require further disciplinary actions.

Social Moratorium

Students committing violations in Student Code of Conduct areas **A, B, C, and H** may also be issued a social suspension for **up to** the remainder of the current semester. Students receiving a social suspension would be barred from attending school sponsored activities

occurring outside of the regularly schedule school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions. Administrators may also issue a social suspension in the case of multiple violations of NHS Code of Conduct (ie truancy / refusal to comply)

Norfolk Public Schools



Little Panthers Preschool Handbook **2020-2021**



WELCOME!

The staff at Norfolk Public Schools would like to welcome you to our Little Panthers Preschool Program. Children, along with their parents, are the foundation of our program. We endeavor to create a partnership with parents that works on behalf of the child. We will accomplish this through parent-oriented programs as well as child-oriented activities. We know that we are not "home," but we plan on being the next best thing!

INTRODUCTION

Do you want your child to....

Develop the skills to become an avid reader?

Learn beginning math skills?

Improve speech and language skills?

Be creative?

Make decisions independently?

Develop physical coordination?

Get along well with others?

Be self-confident?

Enjoy learning?

Love school?

If you do, then our program at Little Panthers Preschool is perfect for your child because we share the same goals! For years parents have been asking, "What is my child actually learning in preschool? And what can I do at home to help?" This handbook describes what children are learning from the activities, learning environment, daily schedule, and from our conversations with them at school. Last, it suggests what you can do at home to help your child learn.

ORIENTATION PROCEDURES

Each family will have an orientation to the program (a home visit and open house) provided by the preschool teachers. During orientation the new family is introduced to the program goals, rules, and guidelines and will be introduced to the staff who will be working with them. The Handbook is explained, discussed, and signed by the parents.

OUR PHILOSOPHY

Norfolk Public Schools utilizes a Creative Curriculum and GOLD assessment in the children's classrooms. The philosophy behind our curriculum and assessment is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

In their early years, children explore the world around them by using all of their senses (touching, tasting, listening, smelling, and looking). In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors, and they notice relationships between things.



In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols - the stick and the block- are similar in shape to the objects they represent.

Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to "read" pictures, which are symbols of real people, places, and things. This exciting development in symbolic thinking takes place during the early childhood years as children play.

Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childhood curriculum.

Play is the work of young children.



Earlier is NOT Better

Many parents are concerned when their children aren't practicing letters and numbers. They feel that worksheets and homework will prepare their children for elementary school. We could give your children workbooks. We could make them memorize the alphabet. We could drill them. We could test them. But if we do, your children may lose something very important.

Children who are rushed into reading and writing too soon miss important steps in learning and may suffer later on because they lack the foundation they need for using language. Children who are taught to read before they are ready may be able to sound out and recognize words, but they may also have little understanding of what they are reading. If they haven't been given time to play, they won't have explored objects enough to know what words (like hard, harder, and hardest) mean. If they aren't allowed to string beads, button, dress up, cut, paste, pour, and draw they won't develop the fine motor skills they need for writing.

Because math involves more than memorizing facts (like $2+2=4$), because it involves logical thinking, children shouldn't be pushed into paper and pencil arithmetic too soon. To acquire the foundation for logical thinking, children need many opportunities to count objects, sort them into piles, and add some to a pile and take some away. It is by playing games like these that they will learn to truly understand addition, subtraction, division, and multiplication. Without these concrete experiences, children may give correct answers but probably won't understand what they are doing and why.

Worst of all is children rushed into academic subjects too soon. They may lose their enthusiasm for learning and lose their sense of themselves as learners. If children are **told** what to learn and memorize by the teacher, they may become more passive and dependent learners, and be less excited about learning something new. Children who are given plenty of time to play, however, learn to ask their own questions and figure out their own answers. They are responsible for their own learning. They see themselves as explorers, discoverers, problem solvers, and inventors.

THE GOAL OF OUR CURRICULUM

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We're teaching them how to learn, not just in preschool and kindergarten, but all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're giving them good habits and attitudes, particularly a

positive sense of themselves, which will make a difference throughout their lives.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the schedule, and talk with children are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

WHAT CHILDREN LEARN AT HOME

Our curriculum works best when teachers and parents work together. Each of us has something valuable to contribute. We are trained in child development and early childhood education. We see how your child acts with other children and adults. We can assess what your child is learning and how he or she is progressing.

But only you have in-depth knowledge of your child. You know your child's interests, fears, joys, patterns, and past best.

You are most familiar with the world your child is trying to understand. You know about the relationships between the members of your family, and you have shared many of your child's experiences, from family events to trips to the doctor's office or the zoo.

This in-depth knowledge makes you central to your child's learning process and a very valuable resource for us as teachers. If you share with us what is happening to your child at home - the arrival of a new baby, the death of a pet, nightmares, temper tantrums, trips, separation or divorce - we can understand your child better. We can deal with both positive and difficult events through reassuring stories, imaginative dramatic play, and extra love and attention.

We also see you as your child's first and most important teacher. Your home is your child's first and continual learning environment. You decide your family's routines - when you get up, eat, play, do chores, visit friends, and go to bed. The way you talk with your children makes a tremendous difference in how they think, how they feel about themselves, and the kind of people they will become.

If we can work together-we can do some of the same things at school and at home-your child will be much better off. The more consistent we adults are, the more secure your child is likely to feel. And when children feel secure, they are more likely to explore, to experiment, and to learn.

DETAILS ABOUT OUR PRESCHOOL PROGRAM

PROGRAM COSTS

Our Little Panthers Preschool program is provided to the families of Norfolk at no cost. We want to ensure that we are providing a highly effective program to all children regardless of family income.

HOURS

Our Little Panthers Preschool program has one location at 2500 W. Norfolk Avenue.

3 Year Old Half Day Classes (3 by July 31st)

Monday, Tuesday, Thursday, Friday

Morning Class: 8:00-11:30

Afternoon Class: 12:15-3:45

4 Year Old Full Day Classes (4 by July 31st)

Monday, Tuesday, Thursday, Friday

8:00-3:00

*Students who turn 5 years of age by or before July 31st are not eligible for the Little Panthers Preschool program.

MEAL PROGRAM

Breakfast and Lunch is offered to the full day classes.

Snack is offered to the half day classes.

At Little Panthers Preschool, we use mealtime as an extension of our learning. Children learn many skills while sitting at the meal table with their friends and teachers. We work on manners, turn-taking while speaking and listening, as well as flexibility in being willing to try new foods. Because of this, we would prefer that our students eat the family style meal that is offered through the school.

Breakfast:

Free Meal Eligibility-- Free

Reduced Meal Eligibility-- \$0.30/meal

Full Pay Eligibility-- \$1.55/meal

If your child will not be eating school breakfast, then he/she will need to eat breakfast at home but will still be expected to sit at the meal table with his/her class.

Please do not send breakfast into the school with your child.

Lunch:

Free Meal Eligibility-- Free

Reduced Meal Eligibility-- \$0.40/meal

Full Pay Eligibility-- \$2.90/meal

If your child will not be eating school lunch, then he/she is allowed to bring a sack lunch if it meets the following guidelines:

-Please fill your child's lunch with healthy meal options (fruits, vegetables, sandwiches, water/milk/juice)

-No items with nuts (this includes peanut butter) as there are children with severe allergies

-No soda, candy, cookies, etc.

PROGRAM OPERATIONS AND CLOSING

The Preschool Program will follow the official school calendar of the Norfolk Public Schools. In most cases, if Norfolk Public Schools is having school, the Preschool Program will be operating. Likewise, if Norfolk Public Schools is NOT having school then the Preschool Program will be closed as well.

There will be some additional days that the Norfolk Public Schools Preschool will not be in session. Those days will be communicated to you via notes and the Norfolk Public Schools Preschool calendar.

Please listen to the local radio stations if there is inclement weather and the Norfolk Public Schools will not be in session. You also will receive an automated phone call should school be delayed or cancelled. If there is a 10:00 a.m. late start due to inclement weather, the morning class will NOT have school.

GENERAL POLICIES

RELEASE OF CHILD

If anyone other than those specified on the emergency release form is allowed to pick up your child, you must inform the school before your child can be released. School staff will ask for identification from any person who arrives to pick up your child who may be unknown to them in order to maintain security.

TRANSPORTATION

Transportation is the responsibility of the parent/caregiver unless the child is

currently being served under an Individualized Education Plan (IEP).

VOLUNTEERING IN THE CLASSROOM

We welcome parents to volunteer in their child's classrooms when possible, this can look many different ways based on what can fit in your schedule. Collecting a few items for an upcoming project, cutting out materials that children will be using for an upcoming project, or reading with a student in the book corner are all great ways to be a part of your child's education! If you are looking for ways to partner, just ask your child's teacher what you can do!

If you do plan to spend time in the classroom, NPS policy requires a background check to be completed by our Human Resources Office.

ILLNESS

If your child becomes ill at school, you will be notified immediately. It is preferred that there is a 24-hour wait time before the child returns to school if they are sent home with any of the following symptoms:

1. Temperature of 100 degrees Fahrenheit or higher
2. Diarrhea or vomiting
3. Sore or discharging eyes or ears
4. Profuse nasal discharge
5. Unexplained skin rash or irritation
6. Evidence of contagious disease
7. Head lice

RETURN FROM ILLNESS

If your child has been ill for (5) consecutive days, a permit from your doctor or examination by the school nurse is required. Please check with the school before bringing your child back.

ADMINISTERING MEDICINE

Medications may be given at school with written authorization of one parent/legal guardian. This is true for both over-the-counter and prescription medicines. The medicine sheet must be signed each day that we are to give the medication. With all medication, over-the-counter and prescription, the doctor's orders for giving the medication must be present. All medications must be contained in the original bottle. **These policies are part of our state regulations and must be followed.**

OUTDOOR PLAY

We believe that any child who is well enough to come to school is also well enough to take part in all of the school activities. This includes outdoor play, except in a few isolated instances, so please dress your child appropriately for the weather. They should have coats, hats, and mittens/gloves during the winter. They will not be allowed to stay indoors if they do not have the appropriate attire as all staff needs to be out on the playground.

CLOTHING

Please send your child in comfortable, washable play clothes, Each child should always have a change of clothing available. We keep no extras at school. All belongings should be marked with your child's name. In winter, please dress your child warmly for walks and outside activities.

TOYS/ITEMS FROM HOME

Toys and items from home are not encouraged, as they are often difficult to share and may get lost or broken. The school does not assume responsibility for toys brought from home.

ABSENCE

If your child will be absent or coming late, please notify the school before 8:00 a.m. This will help us plan accordingly for snacks and activities. If your child misses 2 consecutive days without notification a staff member will call to determine the problem. If a parent cannot be reached, a well-child check may be called in to the local police to ensure the safety of your child and your family. If absences continue, your child's slot may be given to the next child on the waiting list.

REPORTING SUSPECTED ABUSE

The staff at Norfolk Public Schools is very sensitive to everyone's concern about the increase in reported child abuse, including physical, emotional, and sexual abuse and neglect. Your child will always be under adult supervision while in our care, and every precaution will be taken to make sure your child remains safe and well cared for at all times. All staff and volunteers are screened through the use of a Police Records check and a Child Abuse Registry check. We will always strive to maintain open lines of communication with each family, and if you ever have any question or concerns about this, the program or anyone employed please do not hesitate to contact the principal immediately.

Nebraska statutes require that all professionals working with children report concerns they may have about possible child abuse or neglect to Child Protective Services or the Police Department. This information will be held in the strictest

confidence, as is all information regarding children, families and staff at the school.

POSITIVE BEHAVIOR SUPPORTS

The behavior policy of Little Panthers Preschool Program is to develop a positive relationship between the caregiver(s) and your child as an individual person. We also believe that by providing a warm and caring atmosphere in which to grow and learn, and an interesting and challenging program, discipline problems will be kept to a minimum.

At the initial home visit and all following Parent Teacher Conferences, our teachers will refer to the Pawsitive Panthers Expectations. These expectations are:

***At LPP, we are RESPECTFUL**

We always listen and we use inside voices.

***At LPP, we are RESPONSIBLE**

We keep the classroom clean.

***At LPP, we are SAFE**

We use walking feet and kind hands.

By using the same positive language at home, your child will be more likely to understand the importance of these skills.

PARENTAL/GUARDIAN SUPPORT

We believe that parental/guardian support in the school system is very important and starts when your child enters preschool. As a parent/guardian, you can do a lot to support your child's efforts and help your child grow to his or her full potential. Please take time to show an interest in what your child is learning in school and in the information they bring home. Your child will enjoy school more thoroughly if they know that you support them.

As a Little Panthers Pawsitive Parent, I will:

- Drive safely through the parking lot by following posted signs and staying off my phone.
- Give my child (and their teacher) my full attention when dropping off and picking up from school.
- Communicate with the school about changes in phone number, address, family situation, etc.
- Follow the building wide expectation of being nut aware by not providing meals or snacks that contain nuts.
- Model the importance of school by having my child arrive at school on time ready to learn and grow.
- Read and talk with my child everyday.
- Enjoy the ride of watching my child learn through play and exploration!

SUPPLIES

There are no required supplies for preschool. We will provide crayons, markers, paper, etc. If you would like to contribute to the classroom please talk with your child's teacher. Any donated supplies will be appreciated, but are not required. There will be papers that go home every day so please provide your child with a full size backpack.

DROP-OFF & PICK-UP

Parents and/or Guardians are required to drop-off and pick-up your child at the classroom door. Due to the young age of our students and to ensure their safety, children cannot be dropped off outside the building or allowed to walk out and enter a vehicle that is waiting. Please do not arrive before your child's session begins as we need time to prepare the classroom for the day. The doors will not be open until the start of your child's session.

Please keep us informed of any changes in your child's ride to or from school so we can ensure their safety. Even if the person is listed as an emergency contact, we will still require a proof of identification before your child is sent with them.

In the event of a district wide 10:00 late start, there will **NOT** be a morning session of 3 year old preschool. Full day sessions will begin at 10:00 a.m.

ATTENDANCE

Attendance is crucial! We are learning new skills everyday and it is hard for your child to catch up if they miss too much school. Please inform the office or a preschool staff member by writing a note, calling, or discussing it with us if your child will be absent from school.

BIRTHDAYS

If your child will be celebrating a birthday during the school year they are welcome to bring treats. If you choose to send treats, please check with your child's teacher about the number of students in the classroom. All snacks brought in must be pre-packaged with ingredients listed and nut-free.

HAND WASHING

It is very important that you are helping your child practice proper hand washing at home. We have included in this packet a sheet on how to correctly wash their hands. We will be practicing this at school throughout the day. Please help them master this skill by encouraging them to do it correctly at home.

CONTACTING US

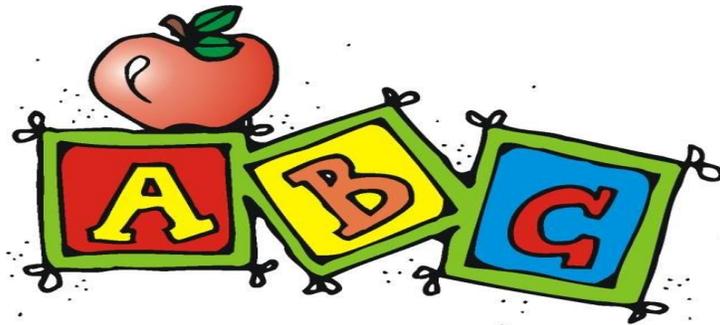
Please feel free to contact us at school if you have any questions or concerns. You can reach us before and after school or on Wednesdays, which are designated plan days for us. We are happy to return phone calls or meet with you after school. Please note that the mornings are usually a very busy time of the day and it is sometimes hard for us to have an extended conversation so if you need the time and attention of the teacher, please feel free to ask for a scheduled meeting time.

Thank you for any donations you send and for filling out all the necessary information so we can make preschool both an enjoyable and safe experience for your child. We are excited for the new school year! Have a wonderful year!

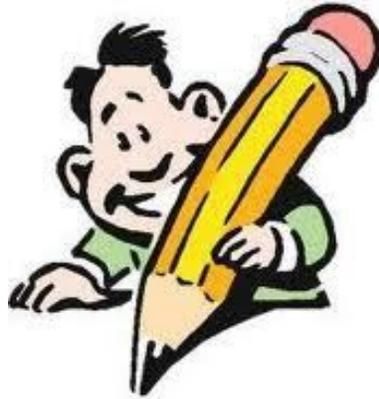
Sincerely,

The Preschool Teachers

Thank you for your support of Norfolk Public Schools Little Panthers Preschool Program. If you ever have questions, or just want to stop in and visit
YOU ARE ALWAYS WELCOME!



Little Panthers Preschool Parent Signature Page



I acknowledge receiving the Little Panthers Preschool handbook and the information has been explained to me.

Child's Name: _____

Parent Signature: _____

Date: _____



2020-2021
CLASSIFIED EMPLOYEES
STAFF HANDBOOK

Updated: June 2020

Published by:
Office of Human Resources
Norfolk Public Schools
512 Philip Avenue - PO Box 139
Norfolk, Nebraska 68702-0139
Telephone: (402) 644-2500
FAX: (402) 644-2500



Notice of Nondiscrimination

Norfolk Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Erik Wilson, Director of Student Services, 512 Philip Ave., Norfolk, NE 68701 (402) 644-2500
(erikwilson@npsne.org).

Employees and Others: Dr. Bill Robinson, Associate Superintendent for Business Services, 512 Philip Ave., Norfolk, NE 68701(402) 644-2500 (billrobinson@npsne.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, #320, Kansas City, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device).



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Norfolk Public Schools
2020-2021
Classified Employees Handbook
FOREWORD

Section 1 **Intent of Handbook**

Welcome to Norfolk Public Schools! This handbook is intended to be used by classified employees to provide general information about the district and to serve as a guide to the district’s policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to “classified employees” are intended to apply to all staff that is not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise.

This handbook is intended to supplement other documents that deal with your employment, including your employment obligations and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists; state or federal law, the Negotiated Agreement, and NPS Board of Education policies and regulations adopted after this handbook, will be referenced for decision making.

This handbook does not create a “contract” of employment. Classified employee positions and assignments may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the district.

This handbook will be in effect for the 2020-2021 school year and subsequent school years unless replaced by a later edition.

Section 1 **Information About Norfolk Public Schools**

Norfolk Public Schools serves approximately 4,300 students in pre-kindergarten through twelfth grade. All-day kindergarten is available in all seven elementary schools. Lincoln Elementary also offers a K-4 Montessori Program. **Little Panthers Preschool is located at 2500 Norfolk Ave and serves our students ages 3 and 4.** For the upper grades, Norfolk Middle School serves grades 5-6, Norfolk Junior High serves grades 7-8, and Norfolk Senior High serves grades 9-12. In addition, Alternatives for Success is a specialized program that provides an alternative, flexible learning environment for 9th through 12th grade students. Career Academies are also in place at the high school to provide additional career exploration opportunities. Finally, our High Ability Learner (HAL) program serves intellectually gifted students and our comprehensive special education (SPED) program provides a wide variety of services for our students with special needs.



The district covers 68.8 square miles in Madison, Pierce, Stanton, and Wayne Counties. Norfolk Public Schools exceeds accreditation requirements of the Nebraska Department of Education. Norfolk Senior High School also outperforms accreditation standards set forth by the AdvancED Commission.

Norfolk Public Schools believes that quality education begins with a quality staff and collaborative partnerships with local businesses and community agencies. Since the first graduating class in 1889, Norfolk Public Schools, in cooperation with the community, have prepared students for the world beyond the walls of the schools.

Section 2 School Mission Statement

The mission of Norfolk Public Schools is to: *prepare all students to pursue their goals for the future.* An essential education is one that enables students to reach the following outcomes:

- A. Proficient in meeting the State's academic content standards, essential learning outcomes, and such additional standards as established by the Board of Education.
- B. Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry.
- C. Effective in functioning in and contributing to our culturally diverse democratic society.

The district seeks to satisfy this mission by developing and maintaining:

- A. Qualified and competent administrative, teaching, paraprofessional, and other support staff;
- B. Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above.
- C. Comprehensive support programs and services that meet the diverse needs of all students;
- D. Safe, clean and supportive facilities and learning environments;
- E. Implementation of a curriculum that meets the following:
 1. Is based on state standards and such additional standards; as are established by the Board of Education;
 2. Is appropriate for the developmental level of the students;
 3. Addresses diverse learning needs;
 4. Instills a passion for learning and the importance of life-long learning;
 5. Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
 6. Develops expected work ethics, as well as group participation and leadership skills;
 7. Incorporates character education and multicultural education, including respect for diversity;
 8. Provides for application of technology in all learning areas;
 9. Provides access to advanced courses;
 10. Implements an organized schedule that is functional and meets student needs in all curriculum areas.
 11. Provides a supportive learning environment which includes:
 - a. A welcoming and inviting structure that is emotionally safe, nurturing, supportive, and disciplined;
 - b. respect, trust, integrity, and regard for self and others; and honors diversity;
 - c. Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
 - d. Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behaviors.



Section 3 Members of the Board of Education

Name	Contact Information
Tammy Day	tammyday@npsne.org
Dr. Patti Gubbels (Vice President)	pattigubbels@npsne.org
Bruce Mitchell	brucemitchell@npsne.org
Arnie Robinson	arnierobinson@npsne.org
Robert Waite	bobwaite@npsne.org
Sandy Wolfe (President)	sandywolfe@npsne.org

Section 4 Administrative Staff

Name	Position
Dr. Jami Jo Thompson	Superintendent of Schools
Dr. William Robinson	Associate Superintendent of Business Services
Angela Baumann	Director of Human Resources /School Accreditation
Beth Nelson	Director of Teaching and Learning
Mary Luhr	Director of Special Programs
Erik Wilson	Director of Student Services and School Safety
Derek Ippensen	Principal: Norfolk Senior High School/Alternatives for Success
Ben Ries	Assistant Principal / Activities Director: Norfolk Senior High School
Jason Settles	Assistant Principal: Norfolk Senior High School
John Erwin	Assistant Principal: Norfolk Senior High School
David Nelson	Dean of Students: Norfolk Senior High School
Jennifer Robinson	Principal: Norfolk Junior High School
Josh Weber	Assistant Principal, Norfolk Junior High School
Beau Viergutz	Dean of Students / Assistant Activities Director: Norfolk Junior High School
Chuck Hughes	Principal: Norfolk Middle School
Renee Rucker	Assistant Principal: Norfolk Middle School
Trisha Andreasen	Principal: Bel Air Elementary School
Troy Berryman	Principal: Grant Elementary School
Haeven Pedersen	Principal: Jefferson Elementary School
Angie Hausmann	Principal: Lincoln Montessori Elementary School
Melissa Jantz	Principal: Little Panthers Preschool
Ryan Specht	Principal: Washington Elementary
Tracy Lichty	Principal: Westside Elementary
Bruce Strong	Principal: Woodland Park Elementary

Section 5 Grant Coordinators/Facilitators

Name	Building	Position
Austin Casselberry	Norfolk Middle School	Aftershock Coordinator
Heather Hirsch	Little Panthers Preschool	Sixpence Family Facilitator
Jeff Hoffman	Norfolk High School	Career Academy Coordinator
Darby Hetzler	Little Panthers Preschool	Sixpence Family Facilitator
Kerstin Ditter	Little Panthers Preschool	Sixpence Family Facilitator



Section 6 Norfolk Public Schools Foundation

Name	Position
Sarah Dittmer	Executive Director
Ann Feidler-Klein	President
Bobbi Theisen	Vice President
Mary Hoiem	Assistant to the Foundation and Superintendent
Brenda Carhart	Treasurer
April Pearson	Secretary
Brad Easland	Board Member
Dr. Jami Jo Thompson	Superintendent of Schools
Sandy Wolfe	Board of Education Representative
Sandy Heimes	Board Member
Jake Claussen	Board Member
Mary Meyer	Board Member
Dave Merritt	Board Member
Jim Reedy	Board Member
Nate Stratton	Board Member
Metka Kolm	Board Member
Jenna Hatfield - Waite	Board Member
Diane Tremain	Board Member
Leann Widhalm	Board Member

- For other staff contacts, please visit the district website at www.norfolkpublicschools.org

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

The 2020-2021 school calendar is found in Appendix “E.”

Section 2 Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close school in case of severe weather. Representatives of the superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible) whether to have school or not. The decision to cancel school is never an easy one, but the decision will always be made with student and staff safety at the forefront. In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be



open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

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

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

Emergency Conditions. Norfolk Public Schools uses a Standard Response Protocol (SRP) which, when implemented, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law throughout the school year. There are plans for Lockdown, Lockout, Evacuate, and Shelter. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of a severe weather warning, you should implement the school's designated safety protocols.

Classified Staff: Weather Procedure. On occasion, school may be canceled due to inclement weather. 10, 11, and 12 month employees need to make every effort to safely make it to their buildings in a timely manner in order to answer the phones and help students that come to school make arrangements for safe rides back home. Once those issues have been handled, staff should consult with the supervising administrator on finishing the work day at the school office or taking work home to finish. If employees cannot get to work or choose to not work the remainder of the day, they have the following options:

- Vacation time may be taken (12 month employees only).
- Comp. time may be taken (full time employees only).
- Work time may also be made up during an upcoming non 40 hour work week if it is deemed necessary by the administrator.

Section 3 District Summer Hours

The district will close all offices (including Central Office) on all Fridays during the summer months at noon effective beginning the first Monday in June and these hours will remain in place until the first Monday of August. Regular hours usually resume on the first Monday of August. *Please note: The specific days that summer hours will start and end each year will vary slightly due to the calendar.* These summer hours include all staff, except custodial and district maintenance. Any exceptions need to be approved through the Business Office (i.e., high school, summer school, etc.) Summer hours will be Monday-Thursday: 7:30 a.m. to 4:30 p.m. with ½ hour for lunch. Deviations from this schedule must be approved through supervisors and the Associate Superintendent of Business Services. Vacation time will be paid at 40 hours/week. Staff may use available vacation time each week to get in 40 hours. Vacation hours need to be approved in advance by area supervisors.



Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Employment is initiated when the supervisor conducts reference checks and an offer is made and accepted. The hiring process is completed upon submission of the hire form, successful completion of pertinent background checks, and all required payroll forms are finished. Classified employees cannot begin working until they have met with someone in the payroll office to confirm all necessary paperwork is complete.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment, the employee should give at least two weeks written notice of resignation to their immediate supervisor who will send the letter and the separation form to the Human Resources Office.

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Notice of termination will be delivered by the administrator or supervisor.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions provide additional information about the position duties.

A classified staff member who wants to transfer to another posted opening within the district must send written communication to the Director of Human Resources indicating their current assignment and requesting a transfer to the posted position. If an in-house transfer is allowed, the salary schedule of the new position will be used, and in some instances this could result in a decrease in hourly wages. Administrators/supervisors must submit a Classified Employment Offer Form to HR to record changes in employment status. The district reserves the right to transfer employees to other positions as deemed necessary. Employees are expected to diligently and faithfully perform the assigned duties to the best of the employee’s ability.

Section 3 Personnel File

The district will follow the requirements of state and federal laws and regulations with regard to an employee’s personnel file.

Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 5 Compensation

Compensation. Compensation is paid only as authorized by the Board of Education.



Section 9 Retirement

Norfolk Public Schools employees participate, as required by law, in the Nebraska Public Employees' Retirement System. Employees will have that percentage of their gross salary as determined by law deducted for retirement. Additional money for the retirement fund is provided by legislative appropriation and mandatory contribution from the school district.

Section 10 Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by board policy, unless otherwise required by law. The district is not liable for physical damage to employee vehicles.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

Necessary materials and supplies are provided by the district. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to district-required travel must be submitted to and approved by either the principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Section 11 403(b) Salary Reduction Agreements

The district will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

Section 12 Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "D" to this handbook.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

The regular workweek for overtime purposes is from **12:00 a.m. on Sunday through 11:59 p.m. on Saturday**. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.



Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. The FLSA limits the accumulation of compensatory time to 240 hours.

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Regular, on site attendance in every position is essential to the success of our students and our district operations. Staff members should seriously consider every request for an absence/leave to be sure they are not abusing the privilege - including unpaid leave.

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a written request for leave to the employee's supervisor using the district approved leave forms located on the district website. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. The administrator/supervisor has final determination of a leave request.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave day, employees are to contact their immediate supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

- A. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position by written notification from the employee's physician to their supervisor and, if needed, request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The district will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be



treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Please note: Exception sheets and absence forms must be received by payroll by the end of the current pay period.

Section 2 Paid Leave – Sick and Bereavement

Employees are provided with paid sick and bereavement leaves in accordance with their employment assignment and board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the district are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire district and will not be tolerated.

Employees are to use sick leave when unable to work due to illness or injury. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Staff are allowed to take one sick leave day for the birth of a grandchild. In the event of a more complicated birth (C-section, etc.) more sick leave days may be allowed in accordance with the sick leave policy.

An immediate family member is defined as: husband, wife, child, mother, father, sister, brother, mother/father-in-law, brother/sister-in-law, grandparents, grandchild, aunt, uncle, niece, nephew, and daughter/son-in-law.

Sick leave, when used for anyone other than a member of the immediate family residing in the household, can be used only in instances of serious illness. Ten (10) of the seventy-five (75) available sick leave days may be used for a member of the immediate family not residing in the household. The maximum number of sick days that can be accumulated is 75 and all may be used in one school year if needed.

Part-time employees – sick leave accrual rate:

- First year - one day
- Second year – two days
- Third year – three days
- Fourth year – four days
- Fifth year and every year thereafter – five days

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to effectively function at work. Five days may be taken for immediate family as defined in Section 2 under sick leave. One day may be taken for anyone other than family.

Section 3 Vacation Leave

Paid leave is available only to those employees who are specified to receive paid leave. For purposes of eligibility for vacation, a 12-month employee is an individual whose duties are performed over a 12 month period and who is scheduled to work 2,080 hours or more per leave year. The leave year for paid leave is September 1st through August 31st.



- A. An employee who changes from being ineligible for paid leave status to eligible status during a leave year becomes eligible for paid leave at the beginning of the next leave year.
- B. An employee who changes from eligible to ineligible status during a leave year becomes ineligible for paid leave at the time the change in status occurs. The employee will not be required to reimburse the district for any days that were used prior to the change in status. The employee will be required to use any leave balance during the leave year the change in status occurs.

Classified employees eligible for paid leave shall have vacation days available for each year as follows: (Employees will be granted an advancement of 5 vacation days during their first 12 months of employment. If an employee would leave employment with the school district prior to the one year anniversary of their hire date the vacation days used would be charged back to the employee and deducted from their final pay check):

Complete Years of Continuous Employment	Vacation
1	5-40 Hours
2-10	10-80 Hours
11-20	15-120 Hours
21 or more	20-160 Hours

A “year of continuous employment” is determined based on a full leave year. When an employee has a break in employment and is re-hired by the district, the prior employment is not considered for determining years of continuous employment. Periods of employment in an employment status in which the employee is ineligible for paid leave is not considered for determining years of continuous employment.

Advance notice of taking vacation leave is required. All vacation time is to be arranged with the employee’s direct supervisor.

Classified employees are encouraged to take their vacation within each leave (fiscal) year. The maximum number of unused vacation days an employee will be allowed to carry over from one year to the next is five days. The maximum that may be accumulated is the number of days the employee was eligible for in the preceding leave year plus the possible five carry over days; that is five for an employee who has completed one year of continuous employment, ten for an employee who has completed two to ten years of continuous employment, fifteen for an employee who has completed eleven to twenty years of continuous employment, and twenty for an employee who has completed twenty-one or more years of continuous employment. An employee is eligible for their specific maximum number of days plus the possible five day carry over from the previous year. Once the maximum is accumulated, no further vacation days will be available or granted until September 1 of the next fiscal year.

Section 4 Payroll Deductions for Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee’s accumulated sick leave or other paid leaves, the employee’s salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total days for the school year as the denominator.

Section 5 Unpaid Leaves

The district complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee’s available paid leaves, the absence will be



an unpaid leave except as may be required by law. The employee’s salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee’s immediate supervisor. The employee will be allowed time off for jury duty. There will be no loss of salary or deduction in leave time for time spent in jury service. The district may (at its discretion) reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee’s immediate supervisor.

Legal Reference:	§ 25-1640
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Section 7 Family and Medical Leave Act (FMLA)

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, a teacher’s health coverage under a "group health plan” will be maintained on the same terms as if the teacher had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.



An employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. An employee is eligible if he or she has been employed with Norfolk Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Norfolk Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. The employee may choose or Norfolk Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the employee must comply with the District's normal paid leave policies.

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform essential job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.



FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster (Appendix “B”) or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact the business office, at (402) 644-2500.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board Policy.

Employees requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their Building Principal to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)
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Section 10 Adoption Leave (Policy No. 4008)

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as the employee is permitted to take a leave of absence upon the birth of the employee’s child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	§ 48-234
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Section 10 Subpoena to Testify Leave

An employee must promptly notify the employee’s immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the district, the absence will be treated similar to a jury duty leave.



In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the district is not an opposing party in the legal matter.

Section 11 Crisis Response Team

Events such as the death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce a crisis for students and faculty alike. The need to cope effectively is necessary. The purpose of the NPS Crisis Response Team is to evaluate crisis situations and plan intervention strategies based on district guidelines. More information about our district Crisis Response Team can be found on our website under the **Safety and Security** tab.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Time Clock

All hourly employees **must** use the building time clock at all times to record the start/end of the work day and the lunch period. Every time an hourly employee leaves the building for medical appointments or personal reasons, etc. they must clock out to properly account for duty time. Instruction on the proper use of the time clock is provided with "new hire" paperwork or upon request from the payroll office.

Exception Sheets: On rare occasions, and for special reasons **ONLY**, a *payroll exception sign in/sign out form* may be used. Exception sheets and absence forms must be received by payroll by the end of the current pay period. (*See Appendix F- "Payroll Exception Forms"*)

Section 2 Hours of Work & Meetings

Regular and dependable on site attendance at work is an essential function of a classified employee's employment position promoting consistency for students, staff, etc. Abuse of leave privileges affects the students, other staff, and the entire district and will not be tolerated.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 3 Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work each day.

Section 4 Leaving School

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the principal or their supervisor.



Employees who leave the school during their designated lunch period or for an approved absence must check out with the principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 5 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

- A. Use of Cell Phones. Employees are not to use personal cell phones for any non-school purpose during duty time. Employees are not to use electronic devices or otherwise engage in distracted driving while transporting students or using district vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the district relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants at all times.
- B. Checking Out of Equipment. All equipment must be checked out through the principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by board policy or contract.
- C. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the principal's office. Employees shall not make purchases on behalf of the district without prior approval of the appropriate administrator who will assign a purchase order number/budget code. When ordering supplies or materials through the Central Supply catalog, an electronic requisition form signed by the administrator/supervisor must be submitted to the business office at C.O. for processing. The requisitioner should specify item number, description, and budget code number and make a copy for his/her records.
- D. E-mail. Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail throughout the duty day and respond to e-mails when possible, but avoid checking and responding to e-mails during instructional time. Use of the district's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in board policy and this handbook.
- E. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer, employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

Section 6 Supervision / Management of Students

Proper supervision of students is an important responsibility for all staff. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

Proper Supervision

- A. Report to all duty assignments on time.
- B. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.



- C. Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- D. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students, except with other staff who need to know the information to perform their jobs).
- E. Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- F. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- G. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

- A. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- B. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- C. When you go over safety rules with students, document this training.

Proper Maintenance of Buildings, Grounds, and Equipment

- A. Conduct periodic inspections of equipment under your control or in your area of supervision.
- B. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- C. Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, intercom, e-mail, cell phone or other means as applicable) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

- A. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- A. student fight
- B. student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern



- C. a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- D. a report or a suspicion of an abusive or neglectful situation involving the student
- E. presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Immediately make a report of such conduct to the principal so this law may be followed.

Student Searches

Office administration should be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP, 504, behavioral, and other plans as applicable for the students for whom you are responsible. Be attentive and respond to “bullying” behaviors immediately. Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

Student Discipline:

Student discipline is everyone's responsibility. It begins with each student being responsible for his/her own behavior and understanding the consequences it may cause. Each employee is responsible for understanding and supporting classroom and building expectations at the beginning of the school year, implementing these expectations on a consistent basis, and being familiar with the student handbook. Staff are responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, in other open spaces and during lunch. If applicable, consequences will be in accordance with the Student Code of Conduct.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. Students will be made aware of classroom / building expectations. These expectations should be in writing.
2. It is important to document student behavior as needed.
3. If, after attempts to improve student behavior, problems continue, talk to the student's teacher/ sponsor or the building principal about possible alternatives in discipline procedures. Be attentive and respond to “bullying” immediately.
4. If a student continues to cause problems, inform the teacher or sponsor. Be sure to state the problem clearly and expectations in terms of assistance. At times, the student's and adult's stories may be different. Be prepared to provide documentation. Refer students with continued and significant behavioral problems to the teacher/sponsor or principal.
4. Talk with other staff members about the behavior management techniques they use to establish positive relationships with students. A large repertoire of behavior management techniques is encouraged.
5. Read and understand the student handbook and the student Code of Conduct to assist with



- consistency of expectations.
6. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. **Corporal punishment is prohibited in the District and is not to be used.** Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
 7. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the teacher/sponsor or building Principal so this law may be followed.

Section 7 Dispensing Medication (Policy No. 6910)

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act (Neb. Rev. Stat. §71-6718 to 71-6743). To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office - with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the district's Safety and Security Management Plan and the district's emergency protocols (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: **student's name, name of medication, dosage needed, and time of dispensing the medication.**

Section 8 Reporting Child Abuse (Policy No. 5402)

Nebraska State Law and school policy mandates school officials to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- A. Placed in a situation that endangers his or her life or physical or mental health;
- B. Cruelly confined or cruelly punished;
- C. Deprived of necessary food, clothing, shelter, or care;
- D. Left unattended in a motor vehicle if such minor child is six years of age or younger;
- E. Sexually abused; or
- F. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to promptly inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.



This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will assist you as needed.

Section 9 Funds

Receipts:

- A. No assessments against students (other than fines) shall be made until permission is secured from the building principal and/or the Superintendent. New organizations requiring payment of dues, fees, or assessments may not be organized without permission of the building principal and/or the Superintendent.
- B. Certain monies collected by Middle School instructors, Junior High instructors or Senior High instructors shall be checked in to their respective secretaries.
- C. Secretaries shall give a receipt for all money paid to them, showing to what fund the same is credited.

The office secretary shall make a monthly report for all subsidiary accounts to persons concerned if requested to do so. These funds cannot be drawn on except through the secretary under the direction the authorized persons concerned and with the approval of the building principal or the Superintendent of Schools.

No money shall be kept in the offices, library, teacher’s desks, or in file cabinets overnight. During the day, such funds should be kept under lock and key.

Fundraising (Policy No. 4029)

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent’s designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent’s designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent’s designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The Norfolk Public School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.



Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's professional responsibilities, the employee:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- E. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- H. Shall report to the Superintendent (or his or her designee) any known violation of paragraphs B or E above.
- I. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

- A. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- B. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- C. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

- A. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.



- F. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
- F. Shall permit no commercial or personal exploitation of his or her employment position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

- A. Keep records for which he or she is responsible in accordance with law and policies of the school system;
- B. Supervise others in accordance with law and policies of the district;
- C. Recognize the role and function of community agencies and groups as they relate to the district and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

- A. Utilize available materials and equipment necessary to accomplish the designated task;
- B. Adhere to and enforce written and dated administrative policy of the district which has been communicated to the educator;
- C. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

- A. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

- A. Utilize information and materials that are relevant to the designated task;
- B. Use language and terminology which are relevant to the designated task;
- C. Use language which reflects an understanding of the ability of the individual or group;
- D. Assure that the designated task is understood;
- E. Use feedback techniques which are relevant to the designated task;
- F. Consider the entire context of the statements of others when making judgments about what others have said;
- G. Encourage each individual to state his ideas clearly.



Management techniques: The employee shall:

- A. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
- B. Maintain consistency in the application of policy and practice;
- C. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

- A. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
- B. Shall not knowingly misinterpret the statement of others;
- C. Shall not show disrespect for or lack of acceptance of others;
- D. Shall provide leadership and direction for others by appropriate example;
- E. Shall offer constructive criticism when necessary;
- F. Shall comply with reasonable requests and orders given by and with proper authority;
- G. Shall not assign unreasonable tasks;
- H. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

- A. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
- B. Be able to communicate so effectively as to accomplish the designated task;
- C. Appropriately control his or her emotions;
- D. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Obligations: Employees shall adhere fully to the terms of the assignment or appointment.

Section 2: Role Model

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

Classified staff members provide valuable assistance in the educational process and allow teachers and administrators to carry out their responsibilities in a more efficient and effective manner. Administrators/teachers must maintain the role of leadership and responsibility for the students, with the classified staff in a supportive role.

Section 3 Professional Boundaries between Employees and Students

Policy 4025

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

Professional Boundaries between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:



- A. Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- B. Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- C. Employees shall not "friend" or "follow" students on any social networking site.
- D. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise is leaving the district.
- E. Making any sexual advance – verbal, written, or physical – towards a student.
- F. Showing sexually inappropriate materials or objects to a student.
- G. Discussing with a student sexual topics that are not related to a specific curriculum.
- H. Telling sexual jokes to a student.
- I. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- J. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- K. Being overly "touchy" with a specific student.
- L. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- M. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- N. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- O. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- P. Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Q. Going to the student's home when the student's parent or a proper chaperone is not present.
- R. Giving gifts of a personal nature to a specific student.
- S. Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- T. Discussing another student's or an employee's personal matters when it is not appropriate outside of the instructional setting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the district.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to immediately report the matter to the building principal or the employee's immediate supervisor.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative



directives and board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the district. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email or text messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 6 Notification of Arrest, etc.

Employees must notify the Superintendent (or his or her designee) by the next business day after:

- A. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - 1. The maximum penalty for the crime equals or exceeds six months incarceration;
 - 2. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - 3. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - a. Would impact the responsibility to be a role model for students or relations with other employees of the district;
 - b. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - c. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
 - 4. The arrest or the alleged criminal activity occurred while the employee was on duty, on district property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 - 5. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
- B. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
- C. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.



Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 7 Evaluations

Evaluations of employees will be conducted in accordance with the district's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an "as-needed" basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration. In the event of a job performance warning there shall be a conference between the employee and the supervisor. The supervisor and employee shall cooperatively examine the results of the warning and determine if further action is warranted.

Section 9 Employee Complaints or Concern

Employees are to inform their supervisor of any complaints or concerns about the operations of the district using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the district and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the district's mission. Employees must ensure that all applicable laws and regulations are followed by the district and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the district.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The district will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 8 Attire

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. Staff members shall dress appropriately, presenting a neat, clean, professional appearance conducive to the learning environment of the students. As a general guideline, appropriate, professional attire is to dress "Business Casual." The general guidelines for "business casual" are: dress



pants or khakis, a reasonable length dress or skirt, or dressy capris combined with a dress shirt, polo or sweater; dress shoes/sandals. Fridays will be designated as Spirit Days across the district and staff are encouraged to show their school spirit by wearing approved attire on those days. Neat, clean jeans may be allowed by your building principal on Spirit Days if they are accompanied by approved attire. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 9 Outside Employment

Employees shall not perform duties unrelated to district employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the district of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The district has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the district's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or during off duty time.

As a condition of employment, employees will abide by the district's drug-free workplace policies and notify the Superintendent (or his or her designee) of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the district's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and/or termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products (including vaping) is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco); vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from



wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The district prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term “weapon” means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;
- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- E. Any bludgeon, sand club, metal knuckles, or throwing star;
- F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- H. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
- I. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- J. Any other object that is designed for or intended for use as a destructive or injurious device.

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

Section 4 Use of District Computer Network and Internet

Employees have access to the district’s computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

- A. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the district. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.
- B. Access and User Agreements. Use of the district’s technology resources is a privilege and not a right. The Superintendent or his/her designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources. The technology resources are not a public forum. The district reserves the right to restrict any communications and to remove communications that have been posted.



- C. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the district's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
- D. Unacceptable Uses. The following are unacceptable uses of the technology resources:
1. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 2. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.
 3. **Incidental personal use** is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.
 4. The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for personal use; or sending an e-mail related to one's own private consulting business.
 5. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 6. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - a. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - e. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - g. Users shall not engage in any form of vandalism of the technology resources.
 - h. Users shall follow the generally accepted rules of network etiquette. The administrator or designees may further define such rules.
 1. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any district policy or any applicable law. Without limitation, this means that technology resources may not be used:
 - a) To access any material contrary to the district's Internet Safety Policy; or to create or generate any such material.
 - b) To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - c) To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the district is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - d) To promote or tolerate violations of student conduct rules.
 - e) To engage in illegal activity, such as gambling.



- f) In a manner contrary to copyright laws.
- g) In a manner contrary to software licenses.
- 7. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The district does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- 8. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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

- 9. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the district’s computers or Internet system.

Sanctions. Violation of the policies and procedures concerning the use of the district’s technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage. Employees are responsible for the replacement costs of lost keys.

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

Section 6 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the principal. If you learn that a student has damaged school



property or equipment, or if you are responsible for damage to school property, promptly report it to the principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Employees will need to promptly log long distance calls according to building procedures and be responsible for any charges which are for personal use.

Section 8 Visitors

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on district property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

Section 9 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or his/her designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or his/her designee. Employees must not use time for which the employee is on duty or paid by the district to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

Section 10 Security of Desks and Lockers

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

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

The district is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Video Surveillance

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



Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the building user and may also be provided to law enforcement agencies.

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the district's activities and programs and for educational purposes related to such activities and programs. The district's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the district's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the district, or communications that promote activities not suitable for school-age children.

Any website links on the district's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the district. The district makes no representations or warranties of any kind with regard any such links.

Section 13 Copyright and Fair Use Policy

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

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

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

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

Section 14 Lost and Found

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



Section 15 School Safety

Safety Programs and Safety Teams

Student and staff safety is a paramount priority. The district has established a Safety and Security Management Plan which includes our **Standard Response Protocol**. This plan also includes other safety and security measures and procedures, including specific plans and actions to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the district's **Standard Response Protocol** (or SRP). Information about the **Standard Response Protocol** is available under the Safety and Security tab on the school website. Information about the Safety and Security Management Plan may be obtained for review from the principal or the Superintendent.

The district also has several active safety teams in place to address employee accidents, injuries and work place conditions as well as threat assessments and various safety and security items. Representatives who serve on these teams are generally appointed by the administration. Staff can make suggestions and/or report concerns to the safety teams by contacting members of the safety teams or their building principal.

Safety Practices

Guidelines for safe work practices for employees include the following:

- A. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- B. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- C. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- D. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- E. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- F. Do not use equipment if you are not familiar with it or operate machinery without proper training.
- G. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- H. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- I. Wear seatbelts when in vehicles where provided.
- J. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the appropriate building administrator.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 16 Safe Driving

Employees who drive school vehicles to transport students must have a valid driver's license and proof of insurance. Employees will be given instruction on emergency evacuation and first aid and provided a Driver's Certification form following successful completion of the district driving class.

Employees who drive school vehicles are responsible for following safe driving practices. All employees who drive school vehicles must successfully complete the district defensive driving class. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the district relating to driving a



motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Failure to do so could result in personal liability. When transporting students or using a school vehicle, employees are not to use electronic devices or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees are prohibited from transporting students in their personal vehicle.

Accidents

Every accident which results in a personal injury must be reported to the principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Section 17 Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork in accordance with district procedures.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Anti-discrimination, Anti-harassment and Anti-retaliation

Purpose: Norfolk Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Norfolk Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or



- educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next (or alternative) person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent or his or her designee. If a satisfactory arrangement cannot be obtained through the Superintendent (or his or her designee), the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent (or his or her designee) will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 2 Notice of Nondiscrimination

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Students: Erik Wilson, Director of Student Services: 512 Philip Avenue, Norfolk, NE 68701, (402) 644-2500.

Employees and Others: Dr. Bill Robinson, Associate Superintendent for Business Affairs; 512 Philip Avenue, Norfolk, NE 68701, (402) 644-2500.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR (816) 268--550 (voice), FAX (816) 268-0599, (800) 877-8339 (telecom. device for the deaf), or ocr.kansascity@ed.gov.

Section 3 Designation of Coordinators

Policy 4003

Any person having inquiries concerning the district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies



or programs. The contact address for the coordinator is: Norfolk Public Schools, 512 Philip Avenue, Norfolk, NE 68702, (402) 644-2500.

Law, Policy or Program	Issue or Concern	Coordinator
Title VII	Discrimination or harassment based on race, color, or national origin; harassment	Director of Student Services
Title IX	Discrimination or harassment based on sex; gender equity	Associate Superintendent of Business Services
Section 504 of the Rehabilitation Act Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	504: Director of Student Services ADA: Associate Superintendent of Business Services
Homeless student laws	Children who are homeless	Director of Student Services
Safe and Drug Free Schools and Communities	Safe and drug free schools	Associate Superintendent of Business Services

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

- A. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the complainant's disability prevents such, in which event the complaint can be made verbally.
- B. Complaints shall set forth: (a) the name of the complainant, (b) the address and telephone number or other such information sufficient to enable the coordinator to contact the complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the complainant.
- C. Complaints shall be investigated by the coordinator or the coordinator's designee. Investigations shall be thorough, but informal, and the complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- D. The coordinator shall make a decision on the complaint within 30 days of the filing of the complaint, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the coordinator's proposed resolution of the complaint, and shall be forwarded to the complainant.
- E. The complainant shall have 10 days from the date the coordinator's decision is sent to the complainant to accept or reject the coordinator's proposed resolution. The complainant shall be deemed to have accepted the proposed resolution unless the complainant rejects the proposed resolution within such time period.
- F. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the coordinator's decision is sent to the complainant. The request for reconsideration shall be filed with the coordinator. Upon receipt of the request for reconsideration, the coordinator shall promptly forward the request for reconsideration and all evidence received by the coordinator in connection with the complaint to a third person for review (either an administrator or other employee of the district, or members of the Board of Education or committee of the board).
- G. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the board or committee of the board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances.



Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the district’s policies under FERPA are found in board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges (Policy No. 5001)

The **Every Student Succeeds Act (ESSA)** requires the district to provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Breakfast and Lunch Programs

The district participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 8 Confidentiality of Protected Health Information (HIPAA)

It is the policy of the district to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The district designates the superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Section 9 Student Privacy Protection (Policy No. 5419)

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District’s policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents and family members the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or the student’s parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;



5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student's parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents and family members upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Section 10 Parental and Community Involvement (Policy 6400)

General - Parental/Community Involvement in Schools

The District's policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents and family members timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
3. permit parents and family members access to their child's records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.



The District has a separate policy established pursuant to federal law relating to parental and family engagement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child’s learning; (B) that parents and family members are encouraged to be actively involved in their child’s education at school; (C) that parents and family members are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental and family engagement policy. Employees are expected to comply with the Title I parental and family engagement policy.

Section 11 Homeless Students (Policy No. 5418)

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.



Appendix A

COBRA Notification

Insert updated information here.



Appendix B

FMLA (Family Medical Leave Act)
Information

Insert updated information here.



Appendix C

EEOC (Equal Employment Opportunity Commission)
Information

Insert updated information here.



Appendix D

FLSA (Fair Labor Standards Act)
Information

Insert updated information here.



Appendix E

Norfolk Public Schools 2020-2021 School Calendar Information

Insert updated information here.



Appendix F

Norfolk Public Schools
Classified Employee Exception Sheet

Insert updated information here.



Appendix G

Norfolk Public Schools - Certified/Classified Acknowledgement Form

Norfolk Public Schools' District Website: <http://www.norfolkpublicschools.org/>

NPS Certified/Classified Handbooks

I am aware that the *Certified Staff Handbook* and the *Classified Staff Handbook* are on the district website, and I have (or will) read the appropriate handbook for my assignment. I also understand that a print copy is available in each school's office area.

Acceptable Use of Computers and Networks

The "Acceptable Use of Internet and Other Electronic Resources Policy" is on the district website. In order to make sure that all members of the NPS community understand and agree to the rules of conduct for the use of e-mail and Internet systems of the school district, the NPS District asks that you, as an administrator, faculty member, or staff member, sign the following statement: I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by NPS, and I understand and will abide by those district guidelines and conditions for the use of the facilities of NPS and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken. I agree not to hold NPS, any of its employees, or any institution providing network access to NPS responsible for the performance of the system or the content of any material accessed through it.

Drug-Free School and Workplace Policy

The "Drug-Free School and Workplace Policy" is on the district website. I have (or will) read it. I also understand that a print copy is available in each administrator's office and the Media Center. I have received a copy of and understand district policies declaring it is illegal, and therefore, absolutely prohibited for any employee of the district to:

- 1) Engage in the unlawful manufacture, possession, use, or distribution of illicit drugs;
- 2) Possess, use, or distribute alcohol on school premises;
- 3) Be under the influence of illicit drugs and/or alcohol while directly supervising student activities off school property, or as a part of any of the schools' activities held on school property.

By signing this form I acknowledge that I understand that it is unlawful, and therefore, an absolute prohibition of the district for any employee of the district to engage in any of the activities listed in the NPS Drug-Free Workplace Policy, and/or as defined by the board policy or administrative directive. I understand that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the district.

Bloodborne Pathogens

Bloodborne Pathogens information is available on the district's website. I have (or will) read it. I know that if I have questions I should see the School Nurse.

Attack on Asthma – Asthma and Anaphylaxis: A Primer for Schools

The Attack on Asthma information is available on the district's website. I have (or will) read it. I know that if I have questions I should see the School Nurse.

Name (Please Print): _____

Signature: _____

School(s): _____

Date: ____/____/____



Norfolk Public Schools
Classified Employee Handbook Receipt Page

**RECEIPT OF THE 2020-2021 CLASSIFIED HANDBOOK
OF NORFOLK PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2020-2021 Classified Employee Handbook for Norfolk Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:

Employee Signature:

Please return the signed document to:

Director of Human Resources
Norfolk Public Schools
512 Philip Avenue
Norfolk, NE 68701

Cc: Building Principal

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

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

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

but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work. Extensions may be made for extenuating circumstances, at the discretion of the teacher and principal.

- C. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.
1. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.
 2. Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.
- D. Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.
1. Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Norfolk Public Schools or resides in the Norfolk Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

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

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

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

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

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

3. Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.
- E. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”
1. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b) One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - Illness related to physical or behavioral health of the child.
 - Educational counseling;
 - Educational evaluation;
 - Referral to community agencies for economic services;
 - Family or individual counseling; and

- Assisting the family in working with other community services.
- c) If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.
2. Reporting Excessive Absenteeism to the County Attorney.
 The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

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

Date of Adoption: March 10, 2014
 Date of Revision: July 14, 2014
 Date of Reaffirmation: May 11, 2015
 Date of Reaffirmation: June 13, 2016
 Date of Revision: June 12, 2017
 Date of Revision: December 11, 2017
 Date of Reaffirmation: May 14, 2018
 Date of Reaffirmation: May 13, 2019

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. ' 79-2137
Student Discipline Act, Neb. Rev. Stat. ' ' 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed
December 2005

Date of Adoption: May 12, 2014
Date of Reaffirmation: May 11, 2015
Date of Reaffirmation: May 9, 2016
Date of Reaffirmation: May 9, 2017
Date of Reaffirmation: April 9, 2018
Date of Reaffirmation: May 14, 2018
Date of Reaffirmation: May 13, 2019

StudentsStudent Fees Policy

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

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

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

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

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in

the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

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

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

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire

fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

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

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

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

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

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

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

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

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

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

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

National Trip Policy

Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota).

Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in

nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip.

Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a “non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
Neb. Rev. Stat. §79-2104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

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Students**School Wellness Policy**

A mission of Norfolk Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee**Committee Role and Membership**

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District's website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - Whole fruit options are displayed neatly.
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - All available vegetable options have been given creative or descriptive names.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the

school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

Schools are strongly encouraged to meet the USDA Smart Snacks in School nutrition standards.

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast

- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.

- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

4. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the District will be encouraged to participate in *Let's Move! Active Schools* (www.letsmoveschools.org), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) is greatly valued and the District strongly discourages staff from withholding it as a punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 50-90 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Fitnessgram) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. Examples of activities that the District may engage in to encourage active transport include, but are not limited to:

- Designate safe or preferred routes to school

- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year.

Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Glossary

School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: May 14, 2014

Date of Revision: June 12, 2017

Date of Reaffirmation: April 9, 2018

Date of Reaffirmation: May 13, 2019

Instruction

Multicultural Education

Norfolk Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Implementation of Multicultural Education

The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the district curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.
4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: (a) the instructional

materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, (b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and (c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Legal Reference: Neb. Rev. Stat. §§ 79-719 to 79-723
 Nebraska State Board of Education Rule 10

Date of Adoption: July 14, 2014
Date of Reaffirmation: November 9, 2016
Date of Reaffirmation: October 8, 2018
Date of Reaffirmation: May 13, 2019

InstructionParental/Community Involvement in Schools

Madison County School District 59-0002, a/k/a Norfolk Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with and appropriate school personnel to discuss such concerns. The Superintendent or designee shall provide a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: July 14, 2014
Date of Reaffirmation: May 11, 2015
Date of Reaffirmation: May 9, 2016
Date of Reaffirmation: May 9, 2017
Date of Revision: June 11, 2018
Date of Reaffirmation: May 13, 2019

InstructionCombined District and School Title I Parent and Family Engagement Policy

Norfolk Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below-:

1. ☐ Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. ☐ Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. ☐ Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. ☐ Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. ☐ Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- 6. ø Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- 7. ø Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption:	July 14, 2014
Date of Reaffirmation:	May 11, 2015
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Date of Reaffirmation:	May 9, 2017
Date of Reaffirmation:	May 14, 2018
Date of Revision:	July 9, 2018
Date of Reaffirmation:	May 13, 2019
Date of Revision:	August 12, 2019

Students

High School Credit for Middle School Courses

High school credit may be awarded to students in a middle grades course in the 8th grade for mathematics **and Spanish** if the course content and requirements are equivalent to a course offered in the high school.

Legal Reference: NDE Rule 10.003.05B

Date of Adoption: July 14, 2014

Date of Reaffirmation: February 12, 2018

InstructionCurriculum - Development and Adoption

All major program adoptions and/or major course revisions shall be subject to the approval of the Board of Education.

Major program adoptions and/or major course revisions may be proposed by district-wide curriculum and/or building curriculum committees and approved, rejected or revised and approved by the Superintendent before being submitted to the Board's **Committee on American Civics and/or** ~~Committee on Curriculum and Americanism~~ for review and the full Board of Education for final approval.

Date of Adoption: June 9, 2014
Date of Revision: October 10, 2016