

## **Agenda**

1. Call to Order
  1. Roll Call
  2. Declaration of a Legal Meeting
2. Pledge of Allegiance
3. Public Comments & Communication
4. Information and Discussion Items
  1. Finance & Facilities Report
  2. Teaching & Learning Report
  3. Student Programs Report
  4. Student Services Report
  5. Human Resources & Accreditation Report
  6. Superintendent's Report
5. Committee Reports
  1. Board Building Visit Reports
  2. Facilities & Finance Committee Report
  3. Policy Committee Report
  4. Government Relations Committee Report
  5. Activities 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 ratify and affirm all actions taken by this Board of Education virtually during the time period of March 17, 2020 to June 30, 2020.
  2. Discuss, consider and take action to approve this resolution designating authority to the Superintendent to implement health and safety requirements for the remaining months of the 2020 summer and the 2020-2021 school year
  3. Discuss, consider and take action to approve the NHS 2020 Graduation Plans
  4. Discuss, consider and take action to grant permission to seek proposals for the replacement of the senior high chilling system
  5. Discuss, consider and take action to increase the Lincoln Montessori Principal position from 0.6 FTE to 0.8 FTE.
  6. Discuss, consider and take action to approve the first reading of Board Policy 6250 (Grades)
  7. Discuss, consider and take action to approve the first reading of Board Policy 6111 (Classroom Environment)

8. Discuss, consider and take action to approve the first reading of Board policies 1040 (Annual Report), 5506 (Safe Pupil Transportation Plan), and 6117 (Ceremonies)
9. Discuss, consider and take action to approve addendums to the 2020-2021 elementary, middle school, junior high and senior high student handbooks
10. Discuss, consider and take action to approve addendum to the 2020-2021 Classified Staff handbook
8. Discuss, consider and take action to approve the 2020-2021 Certified Staff Handbook
9. Future Meetings
10. Executive Session -- To discuss: 1. Components of the district's return to school plan related to staffing, such as compensation and leave, as needed to protect the interest of the district, 2. To discuss negotiations related to administrative compensation/contracts, as needed to protect the interest of the district. 3. Other topics -- 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
11. Adjournment

**NORFOLK PUBLIC SCHOOLS**  
**INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**ALL FUNDS**  
**For Month Ending June 30, 2020**

Fund/Account	2019-2020 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$5,511,784.03	\$235,966.95	\$184,009.27	\$5,563,741.71	
SPECIAL BUILDING FUND (2)	\$3,551,571.51	\$456,320.44	\$25,000.00	\$3,982,891.95	
DEPRECIATION RESERVE FUND (2)	\$6,420,663.64	\$7,606.45	\$5,100.87	\$6,423,169.22	
ACTIVITIES ACCOUNT (2)	\$817,988.84	\$51,220.05	\$24,921.36	\$844,287.53	
SUBSIDIARY ACCOUNT (2)	\$321,708.22	\$157,633.17	\$146,123.75	\$333,217.64	
GENERAL FUND (1)	\$16,099,641.52	\$8,475,543.96	3,871,308.33	\$20,703,877.15	
PAYROLL ACCOUNT (2)	\$5,705.78	\$3,399,001.16	\$3,399,001.16	\$5,705.78	
SCHOOL LUNCH FUND (2)	\$674,601.31	\$251,995.68	\$194,168.70	\$732,428.29	
BOND FUND (2)	\$3,274,322.09	\$455,905.74	\$0.00	\$3,730,227.83	
COOPERATIVE FUND (2)	\$296,998.82	\$6,236.79	\$10,488.09	\$292,747.52	
EMPLOYEE BENEFIT FUND (2)	\$5,593.52	\$3.59	\$324.22	\$5,272.89	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$348,093.76	\$91.74	\$0.00	\$348,185.50	
CONVENIENCE FEE FUND (2)	\$7,029.09	\$36.65	\$34.10	\$7,031.64	
STUDENT FEE FUND (2)	\$356,458.28	\$3,291.48	\$29,319.22	\$330,430.54	
<b>TOTAL ALL FUNDS</b>	<b>\$37,692,160.41</b>	<b>\$13,500,853.85</b>	<b>\$7,889,799.07</b>	<b>\$43,303,215.19</b>	
<b>BALANCES CLASSIFIED BY DEPOSITORY</b>					
(1) BANK FIRST				\$20,703,877.15	
(2) ELKHORN VALLEY BANK				\$18,869,110.21	
(2) MIDWEST BANK				\$3,730,227.83	
<b>TOTAL BALANCES</b>				<b>\$43,303,215.19</b>	

**JUNE 2020 SENIOR HIGH ACTIVITY FUND EXPENDITURES**

1	ACCO BRANDS USA	COOP SUPPLIES	13 2900 610 2 597 001	\$4.48
2	ACCO BRANDS USA Total			\$4.48
3	BAUMANN, ANDEN	BOOSTER CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$750.00
4	BAUMANN, ANDEN Total			\$750.00
5	BRTEK, LOGAN	LION'S CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
6	BRTEK, LOGAN Total			\$300.00
7	CALLIES, BRYSON	BOOSTER CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$750.00
8	CALLIES, BRYSON Total			\$750.00
9	CARNEY, KELLEN	LION'S CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
10	CARNEY, KELLEN Total			\$300.00
11	CHAMBERLAIN, SAMANTHA	LION'S CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
12	CHAMBERLAIN, SAMANTHA Total			\$300.00
13	CLAUSEN, SAVANA	NCA CLINIC REIMB	13 2900 610 2 529 001	\$40.00
14	CLAUSEN, SAVANA Total			\$40.00
15	COLLEGE BOARD	AP EXAMS	13 2900 610 2 576 001	\$2,502.00
16	COLLEGE BOARD Total			\$2,502.00
17	DOERR, MATTHEW	LION'S CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
18	DOERR, MATTHEW Total			\$300.00
19	EAKES OFFICE PLUS	D.NELSON STAMP	13 2900 610 2 503 001	\$35.85
20	EAKES OFFICE PLUS Total			\$35.85
21	EHLERS, BRADEN	NHS STAFF SCHOLARSHIP	13 2900 610 2 591 001	\$250.00
22	EHLERS, BRADEN Total			\$250.00
23	ELKHORN FEED CENTER	CALF FEED	13 2900 610 2 628 001	\$28.83
24	ELKHORN FEED CENTER Total			\$28.83
25	FREWING, GRACE	LION'S CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
26	FREWING, GRACE Total			\$300.00
27	GODFATHERS PIZZA NORFOLK	12/12 CONCESSION	13 2900 610 2 502 001	\$60.00
28	GODFATHERS PIZZA NORFOLK Total			\$60.00
29	KELLY, SKYLAR	LION'S CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
30	KELLY, SKYLAR Total			\$300.00
31	LOWE, REESE	BOOSTER CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$750.00
32	LOWE, REESE Total			\$750.00
33	MCKELLIPS, DALLAS	NCA CLINIC REIMB	13 2900 610 2 529 001	\$40.00

34	MCKELLIPS, DALLAS Total			\$40.00
35	NEBRASKA COACHES	20/21 MEMBERSHIP	13 2900 610 2 231 001	\$40.00
36			13 2900 610 2 517 001	\$25.00
37			13 2900 610 2 551 001	\$50.00
38			13 2900 610 2 562 001	\$25.00
39	20/21 MEMBERSHIPS		13 2900 610 2 529 001	\$925.00
40	NEBRASKA COACHES Total			\$1,065.00
41	NEESEN, HANNA	LION'S CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
42	NEESEN, HANNA Total			\$300.00
43	NPS - NUTRITIONAL SERVICES	19/20 NEGATIVE LUNCH ACCOUNT	13 2900 610 2 503 001	\$433.29
44	NPS - NUTRITIONAL SERVICES Total			\$433.29
45	NPS GENERAL FUND	D. SCHRECK PAYMENT 7	13 2900 610 2 285 001	\$164.26
46	NPS GENERAL FUND Total			\$164.26
47	NPS STUDENT FEES ACCOUNT	ONLINE PAYMENTS	13 2900 610 2 598 001	\$835.00
48	NPS STUDENT FEES ACCOUNT Total			\$835.00
49	NPS-JUNIOR HIGH SCHOOL	BOOSTER CLUB DONATION	13 2900 610 2 529 001	\$1,500.00
50	NPS-JUNIOR HIGH SCHOOL Total			\$1,500.00
51	NSAA	20/21 ACTIVITIES REGISTRATION	13 2900 610 2 597 001	\$1,770.00
52	NSAA Total			\$1,770.00
53	PETTY, LEAH	LION'S CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
54	PETTY, LEAH Total			\$300.00
55	PROTZMAN, MATTHEW	BOOSTER CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$750.00
56	PROTZMAN, MATTHEW Total			\$750.00
57	QUILL CORPORATION	SECURITY CHAIRS	13 2900 610 2 503 001	\$341.99
58		THERMOMETER	13 2900 610 2 597 001	\$54.99
59	QUILL CORPORATION Total			\$396.98
60	RAMIREZ, ARLETH	NHS STAFF SCHOLARSHIP	13 2900 610 2 591 001	\$250.00
61	RAMIREZ, ARLETH Total			\$250.00
62	REYNOLDS, NATALIE	SCHOLARSHIP	13 2900 610 2 568 001	\$250.00
63	REYNOLDS, NATALIE Total			\$250.00
64	TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$7.25
65	TEECO INC Total			\$7.25
66	TIMMERMAN, MORGAN	LION'S CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
67	TIMMERMAN, MORGAN Total			\$300.00

68	VISA	AMAZON-IPAD COVERS	13 2900 610 2 586 001	\$211.13
69		BEST BUY-IPADS	13 2900 610 2 587 001	\$3,299.90
70		BEST BUY-IPADS & PENCILS	13 2900 610 2 586 001	\$831.20
71		CARHART LUMBER-ADHESIVE	13 2900 610 2 597 001	\$3.99
72		NABC-MEMBERSHIP	13 2900 610 2 597 001	\$40.00
73		NSDA-BEGEMAN ENTRY FEE	13 2900 610 2 553 001	\$235.00
74		NSDA-ZIEMBA ENTRY FEE	13 2900 610 2 553 001	\$425.00
75		PENALTY BOX-PATCH HEALTH GRANT	13 2900 610 2 503 001	\$39.00
76		PENALTY BOX-PENALTY BOX 24	13 2900 610 2 274 001	\$300.00
77		SHOWME-MATH SUBSCRIPTION	13 2900 610 2 503 001	\$49.95
78		USPS-PARCEL DELIVERY	13 2900 610 2 503 001	\$14.05
79		WALGREENS-PROJECT SEARCH GRAD	13 2900 610 2 503 001	\$35.88
80		WALMART-IPAD	13 2900 610 2 586 001	\$63.32
81	VISA Total			\$5,548.42
82	<b>Grand Total</b>			<b>\$20,881.36</b>

**JUNE 2020 JUNIOR HIGH ACTIVITY FUND EXPENDITURES**

1	AMERITAS LIFE INSURANCE	ACCIDENT INSURANCE	14 2900 610 2 845 0	\$900.00
2	AMERITAS LIFE INSURANCE Total			\$900.00
3	TEECO INC	REVERSE OSMOSIS SYSTEM	14 2900 610 2 840 0	\$531.00
4	TEECO INC Total			\$531.00
5	VISA	COUNTERTOP ICE MAKER #32	14 2900 610 2 840 0	\$269.00
6		YEARBOOKS #32	14 2900 610 2 865 0	\$2,340.00
7	VISA Total			\$2,609.00
8	<b>Grand Total</b>			<b>\$4,040.00</b>

**JUNE 2020 SUBSIDIARY EXPENDITURES**

1	APPLE INC	I PAD MINI	05 2900 610 0 044 0	\$847.90
2	APPLE INC Total			\$847.90
3	CHANDLER, STEPHANIE	CASH FOR I PAD SALES	05 2900 610 0 095 0	\$200.00
4	CHANDLER, STEPHANIE Total			\$200.00
5	EAKES OFFICE PLUS	BAGS OF COFFEE	05 2900 610 0 050 0	\$36.72
6	EAKES OFFICE PLUS Total			\$36.72
7	EARL MAY SEED AND NURSERY	TREE PLANTING FOR LLP	05 2900 610 0 050 0	\$758.63
8	EARL MAY SEED AND NURSERY Total			\$758.63
9	LONESTAR PERCUSSION	MAJESTIC CHIMES	05 2900 610 0 098 0	\$3,167.25
10	LONESTAR PERCUSSION Total			\$3,167.25
11	MADISON NATIONAL LIFE	JUNE 2020 BASIC LIFE INSUR FOR	05 2900 610 0 090 0	\$522.74
12	MADISON NATIONAL LIFE Total			\$522.74
13	MICHAEL'S PHOTOGRAPHY	PHOTO & DIGITAL IMAGE OF	05 2900 610 0 050 0	\$190.00
14	MICHAEL'S PHOTOGRAPHY Total			\$190.00
15	NEBRASKA ASSOC CURRIC	BETH'S 20-21 MEMBERSHIP	05 2900 610 0 095 0	\$15.00
16	NEBRASKA ASSOC CURRIC Total			\$15.00
17	NEBRASKA HUMANITIES	REIMB FOR UNUSED FUNDS FROM	05 2900 610 0 061 0	\$295.50
18	NEBRASKA HUMANITIES Total			\$295.50
19	NORFOLK FAMILY COALITION	SIXPENCE POSITION	05 2900 610 0 050 0	\$5,000.00
20	NORFOLK FAMILY COALITION Total			\$5,000.00
21	NPS-FOUNDATION	DUAL CREDIT	05 2900 610 0 064 0	\$11,800.00
22		DUAL CREDIT FROM NECC	05 2900 610 0 064 0	\$82,763.75
23	NPS-FOUNDATION Total			\$94,563.75
24	OMAHA WORLD-HERALD	52 WK SUBSCRIPTION	05 2900 610 0 050 0	\$217.15
25	OMAHA WORLD-HERALD Total			\$217.15
26	PRECISION IT	PROJECTOR AND SUPPLIES	05 2900 610 0 061 0	\$3,461.00
27	PRECISION IT Total			\$3,461.00
28	TEECO INC	WATER	05 2900 610 0 050 0	\$43.00
29	TEECO INC Total			\$43.00
30	VISA	AMAZON SUPPLIES #21	05 2900 610 0 093 0	\$1,174.64
31		CLASSROOM SUPPLIES #42	05 2900 610 0 058 0	\$108.55
32		DANCE SCARVES/DOCUMENT CAMERA	05 2900 610 0 069 0	\$759.69
33		GIFT CARDS #48	05 2900 610 0 060 0	\$270.00

34		HOBBY LOBBY #15	05 2900 610 0 073 0	\$154.21
35		MASKS #4	05 2900 610 0 050 0	\$5,000.00
36		VIRTUAL WELLNESS WINNER GIFT	05 2900 610 0 060 0	\$40.00
37		WALMART SUPPLIES #21	05 2900 610 0 093 0	\$711.97
38	VISA Total			\$8,219.06
39	WEST MUSIC COMPANY	BOOMWHACKERS	05 2900 610 0 069 0	\$192.58
40	WEST MUSIC COMPANY Total			\$192.58
41	<b>Grand Total</b>			<b>\$117,730.28</b>

## Board of Education Regular Meeting

Monday, June 8, 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/94029478917?pwd=cHlxS3c3eHAwR1hEclFwUGxqY3VuZz09>

2. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 5:30 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. Public Comments & Communication

4. Information and Discussion Items

4.1. Finance & Facilities Report

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

- General Fund = \$479,849.48
- Nutrition Services Fund = \$194,168.70
- Cooperative Fund = \$1,099.30
- Depreciation Fund = \$5,100.87
- Special Building Fund = \$25,000.00
- QCPUF = \$184,009.27
- Employee Benefit Fund = \$324.22
- Student Fee Fund = \$29,319.22

B. The total amount of claims for the month of May, 2020 in the Activities Fund were:

- Activity Fund = \$36,019.86

C. All of these claims were reviewed earlier today by the Finance and Facility Committee.

4.2. Teaching & Learning Report

### **Curriculum, Instruction & Assessment**

- All major orders for materials are taken care of for the 2020 fall school year.
- TnL is working very intentionally to follow up with curriculum groups to support their priority targets as well as assisting them to develop new skills to face new learning environments.
- The subcommittee for instruction on returning to school is outlining plans and structure for moving into instruction in a variety of ways.
- Thank you for allowing teachers the time to put plans together for the beginning of the year. It created a situation for teachers to collaborate and move their mind set on instruction. Flexibility is hard for everyone!
- Every three years major review done with NDE on Title I grand--Positive report from NDE and in good standing.

### **Results of Surveys from Parents Home-Based Learning**

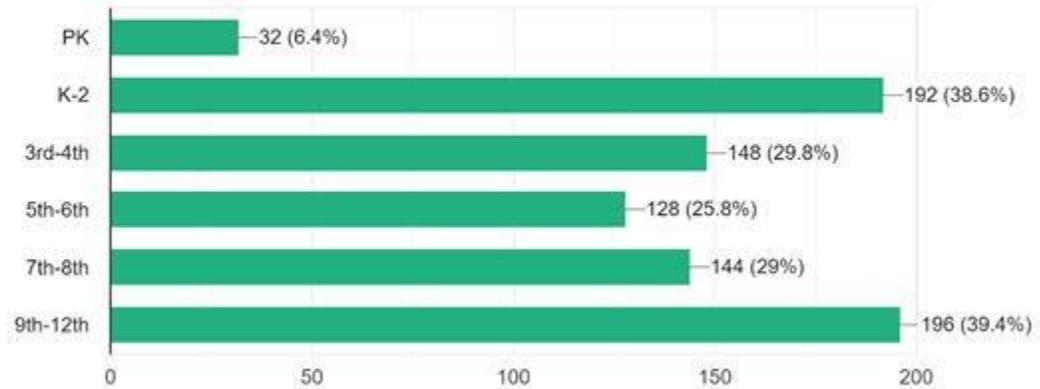
#### **Considerations on survey responses:**

- Out of 4,000+ students, we received only 497 English language responses & 3 Spanish language responses
- Likely responses came from homes that have adequate digital access to questionnaire

- Data can be used as a reflection on how any future home-based learning can be improved if necessary in the future
- Because multiple options were offered at individual questions, picking apart data for grade levels/buildings will be unreliable but yet offer suggestions for considerations if home-based learning is necessary in the future

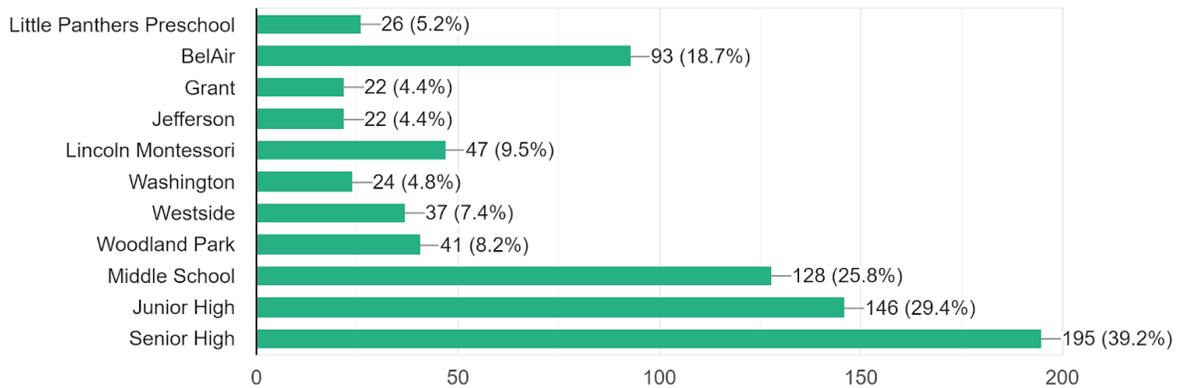
Grade levels of your children (check all that apply)

497 responses



Which school buildings do your children attend, check all that apply.

497 responses



Meeting suspended at 5:41 PM and resumed at 5:50 PM.

**Highlighted items from parent survey:**

- Hard to motivate my child to work on school at home
- Unsure how to help my child with school work
- We struggle with having adequate wifi
- There were a lot of comment responses, due to the way we asked the questions, it's difficult to separate comments by school buildings. Administrators have access to all of the responses and can pick apart to gain some generalities to draw upon feedback from parents.

#### 4.3. Student Services Report

- Our school nurses attended the State of Nebraska's School Health Conference virtually June 8th. The purpose is to stay current with the new health regulations and immunizations that affect students wishing to enter our public schools.
- Our elementary principals and building teams will virtually participate in Positive Behavioral Intervention Support (PBIS) training on June 15th and 16th.
- Special Education directors across the state meet monthly to discuss needs and plans for the fall with students returning. Launch Nebraska has a few webinars in the weeks ahead that I will be participating in regarding special education and ELL students.

#### 4.4. Human Resources & Accreditation Report

##### Thank You!

- I would like to take this opportunity to personally thank the Board of Education, Dr. Jami Jo Thompson, our staff, our students, and the Norfolk community for the privilege of serving this district for almost twenty years. Being a part of Norfolk Public Schools has been an honor and I greatly appreciate the friends and colleagues that have supported our family during our time here. My children were blessed with a first class education and a safe and supportive school experience, my family always felt welcomed in this community, and I will always be grateful for that.
- Norfolk Public Schools is an outstanding district filled with amazing people who are focused on doing what is best for students and the community. I am ready for the challenges and opportunities of a new role and I know that my experiences in this district will serve me well moving forward. I wish all of you continued success and I look forward to hearing about the great things NPS will accomplish in the future.
- Thank you again for everything and please know that I will always be a Panther!

##### **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.

*FYI: Our team continues to plan for all contingencies regarding the opening of school and although we remain hopeful that we can resume normal operations as soon as possible, we will be ready for whatever we need to do. We miss our students and families!*

##### **Personnel Update:**

###### Current Classified Positions:

- Multi-Building Custodian (Full-time)

###### Certified Positions: (2020-21 school year):

- Secondary Math Teacher
- Secondary Special Education Teacher

###### Classified Openings: (2020-21 school year):

- Bel Air Elementary - LIFE Para w/driving (Full time)
- Bel Air Elementary - Classroom Para
- Lincoln Montessori - Classroom Para
- Little Panthers Preschool - Classroom Para
- Junior High Special Ed Para w/driving (Full time)
- Junior High Technology Para (Part time)
- Special Education: District-wide Vision Program Paraprofessional (Full time)
- Special Education Resource Para - Senior High (Part-time)
- Washington Elementary - ELL Para
- Westside Elementary - LIFE Para w/driving (Full time)
- Westside Elementary - Classroom Para

Coaching Opportunities (2020-21 school year):

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

- 4.5. Superintendent's Report  
Graduation and planning for the fall information.  
[Click here.](#)

5. Committee Reports

5.1. Facilities & Finance Committee Report

- A. The committee met at 12:00 noon today. The claims for the month of June and Activity claims for May were reviewed. The committee was updated about current facility projects under contract and also a bad metal roof at the maintenance building. There was also discussion on the upcoming 20-21 school year specifically with facilities and operations.
- B. The committee then went over the following items:
- Budget development 20-21
  - Update on CARES Act funding
  - Wifi "Hotspots" for 20-21, update
- C. The next regular meeting will be on Monday, July 13th at 12:00 noon.

5.2. Policy Committee Report

- A. The Policy Committee met at 12:15 on May 28, 2020 to discuss revisions to the Administrative Rule related to Homework (Policy 6240). These revisions were drafted based upon the recommendations of the Target-based Grading Committee and include the following statement: 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%
- B. Departments and grade levels will be given discretion to determine what types of assignment 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.
- C. The Policy Committee supported these changes, but recommended the addition of a Grading Policy, which we are now developing.
- D. In addition, the Policy Committee noted that Policy 6210 (Curriculum-Development and Adoption) should be revised to eliminate its reference to the "Committee on Curriculum and Americanism" - as that committee has been replaced with "Committee on Curriculum."
- E. Our next meeting is scheduled for 1:00 on June 25, 2020. This meeting will review our annual updates from the Perry Law Firm. Some policy updates have been delayed this year due to the COVID-related recess of the State Legislature.

5.3. Multicultural Report

- A. 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 and socioeconomic status, age or disability.
- B. Teachers provide reports to administration on: a) instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission. Building Administrators, or their designee count and record the number of educational experiences related to the

below listed cultures and give Director of Teaching and Learning the following counts for their buildings.

- African Americans -1068
- Hispanic Americans -797
- Native Americans -743
- Asian Americans -629
- European Americans - 1131

5.4. American Civics Committee Report

- A. In compliance with Nebraska State School Law LB 399, the American Civics Bill, all building Americanism Compliance Reports have been submitted to the Director of Teaching and Learning Office. Teacher reports have been submitted to building administrators on American Civics and are filed within the building for review when needed.
- B. Compliance reports confirm that the building's social studies curriculum stresses the required patriotic themes. Above curriculum requirements, buildings have conducted appropriate patriotic exercises for the following observations: **George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day.**

6. Approve Consent Agenda

Motion to approve the consent agenda at 6:30 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

6.1. Minutes of Previous Meetings

Minutes of May 11, 2020 and May 28, 2020 meetings are attached.

6.2. Personnel

6.2.1. Contract Approval  
None at this time.

6.2.2. Resignations  
None at this time.

6.3. Claims

Attached are the claims for the month of June, 2020. These claims were reviewed earlier today by our Finance and Facility Committee.

7. Action Items

- 7.1. Discuss, consider and take action to approve the updated Administrative Rule regarding homework  
See the attached document.

Motion to approve the updated Administrative Rule regarding homework at 6:31 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

- 7.2. Discuss, consider and take action to approve the 2020-2021 Senior High Student Handbook  
Please see the attached document.

Motion to approve the 2020-2021 Senior High Student Handbook at 6:32 PM passed with a motion by Tammy Day and a second by Bruce Mitchell.

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

7.3. Discuss, consider and take action to approve the 2020-2021 Little Panthers Preschool Handbook

Please see the attached document.

Motion to approve the 2020-2021 Little Panthers Preschool Handbook at 6:33 PM passed with a motion by Dr. Patti Gubbels 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

7.4. Discuss, consider and take action to approve the 2020-2021 classified staff handbook  
Please see the attachment.

Motion to approve the 2020-2021 classified staff handbook at 6:36 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

7.5 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)  
No changes have been made to these policies since their first reading last month.

Motion to approve the policies, as listed at 6:37 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

7.6 Discuss, consider and take action to approve the second and final 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. We would still 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.
- 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 second and final reading of Policy 5208 (High School Credit for Middle School Courses) at 6:38 PM passed with a motion by Dr. Patti Gubbels and a second by Bruce Mitchell.

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

7.7. Discuss, consider and take action to approve the first reading of Board Policy 6210 (Curriculum - Development and Adoption)

This policy has been revised to eliminate its reference to the "Committee on Curriculum

and Americanism" - replacing that term with "Committee on Curriculum."

Motion to approve the first reading of Board Policy 6210 (Curriculum - Development and Adoption) at 6:39 PM passed with a motion by Tammy Day 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

8. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, July 13, 2020. The Business Meeting will begin at 5:30. The meeting will be held at the NPS Central Administration Offices and 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.

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

9.1. 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.

10. Adjournment

The meeting adjourned at 6:40 PM.

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Chairperson

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Superintendent

JULY 13, 2020

NORFOLK PUBLIC SCHOOLS  
NORFOLK, NEBRASKA

**GENERAL FUND**

1	ACCO BRANDS USA	COOP SUPPLIES	01 1200 610 2 291 001	\$14.88
2	ACCO BRANDS USA Total			\$14.88
3	ADVANCE AUTO PARTS	FUNNEL	01 6996 610 1 945 000	\$13.00
4			01 6996 610 2 945 000	\$13.00
5		MOTOR OIL	01 2630 610 1 001 000	\$23.64
6			01 2630 610 2 001 000	\$23.64
7	ADVANCE AUTO PARTS Total			\$73.28
8	AGRI-CITY INSURANCE	DIFF IN CYBER LIABILITY & DATA	01 2510 520 1 001 000	\$34.00
9			01 2510 520 2 001 000	\$34.00
10	AGRI-CITY INSURANCE Total			\$68.00
11	AKRS EQUIPMENT SOLUTIONS,	JD #2 REPAIRS	01 2630 430 1 001 000	\$35.34
12			01 2630 430 2 001 000	\$35.34
13	AKRS EQUIPMENT SOLUTIONS, Total			\$70.68
14	ALBANESI EDUCATIONAL	GRAMMAR BOXES AND SUPPLIES	01 1100 610 1 028 005	\$673.32
15	ALBANESI EDUCATIONAL Total			\$673.32
16	AMERITAS LIFE INSURANCE	STUDENT ACCIDENT INSURANCE	01 1100 610 2 141 002	\$1,055.00
17	AMERITAS LIFE INSURANCE Total			\$1,055.00
18	AMPLIFIED IT, LLC	LITTLE SIS COMBO DOMAIN 1 YR	01 1100 643 1 005 000	\$950.00
19			01 1100 643 2 005 000	\$950.00
20	AMPLIFIED IT, LLC Total			\$1,900.00
21	APPEARA	MOPS	01 2610 430 1 001 000	\$214.50
22			01 2610 430 2 001 000	\$214.50
23		WORK SHIRTS	01 2610 430 1 001 000	\$154.09
24			01 2610 430 2 001 000	\$154.08
25			01 2620 430 1 001 000	\$38.53
26			01 2620 430 2 001 000	\$38.51
27		WORKSHIRTS	01 2610 430 1 001 000	\$49.06

28			01 2610 430 2 001 000	\$49.06
29			01 2620 430 1 001 000	\$12.26
30			01 2620 430 2 001 000	\$12.26
31	APPEARA Total			\$936.85
32	APPLE INC	IPAD	01 6969 650 2 028 000	\$629.00
33		TECHNOLOGY RELATED HARDWARE	01 1200 734 1 004 000	\$999.50
34			01 1200 734 2 004 000	\$999.50
35	APPLE INC Total			\$2,628.00
36	ARMITAGE, CAMILLE	STAFF MILEAGE	01 6968 333 1 001 014	\$39.19
37			01 6968 333 2 001 002	\$39.18
38	ARMITAGE, CAMILLE Total			\$78.37
39	BATES, WILLIAM	STAFF MILEAGE	01 6968 333 1 001 014	\$4.29
40			01 6968 333 2 001 002	\$4.28
41	BATES, WILLIAM Total			\$8.57
42	BAUER BUILT, INC	KUBOTA TURFSAVE TIRES	01 2650 610 1 001 000	\$60.50
43			01 2650 610 2 001 000	\$60.50
44		TIRE REPAIR	01 2630 430 1 001 000	\$7.00
45			01 2630 430 2 001 000	\$7.00
46		TIRE REPAIR #13	01 2650 430 1 001 000	\$9.50
47			01 2650 430 2 001 000	\$9.50
48		TURF SAVER TIRES	01 2630 610 1 001 000	\$86.50
49			01 2630 610 2 001 000	\$86.50
50	BAUER BUILT, INC Total			\$327.00
51	BEAM, HOPE	COLLAB 365 REGISTRATION	01 6310 330 2 028 000	\$79.00
52	BEAM, HOPE Total			\$79.00
53	BERNIKLAU EDUCATION	4TH QUARTER SPED A. DEDERMAN	01 1200 561 2 004 000	\$12,580.92
54			01 1200 890 2 004 000	\$8,335.44
55	BERNIKLAU EDUCATION Total			\$20,916.36
56	BLICK ART MATERIALS	SUPPLIES	01 1100 610 2 224 001	\$32.94
57	BLICK ART MATERIALS Total			\$32.94
58	BOMGAARS SUPPLY	BUSHING, CLAMP, NIPPLE	01 2620 610 1 001 004	\$10.04
59		FASTENERS	01 2620 610 1 001 000	\$6.31
60			01 2620 610 2 001 000	\$6.30
61		JACKS	01 2620 610 1 001 000	\$109.99

62			01 2620 610 2 001 000	\$109.98
63		LEG TIPS, SPRAY VARNISH	01 2620 610 1 001 000	\$16.68
64			01 2620 610 2 001 000	\$16.68
65		NO FLAT TIRE	01 2650 610 1 001 000	\$19.99
66			01 2650 610 2 001 000	\$19.99
67		PAINT SUPPLIES	01 2620 610 2 001 001	\$50.81
68		RIVETER	01 2620 610 1 001 000	\$10.00
69			01 2620 610 2 001 000	\$9.99
70		SCREEN, SALT PELLETS	01 2620 610 1 001 021	\$47.93
71		SOLAR SALT	01 2620 610 2 001 001	\$276.57
72		SPRAYPAINT	01 2620 610 1 001 000	\$7.19
73			01 2620 610 2 001 000	\$7.18
74		SUPPLIES	01 2620 610 1 001 012	\$47.63
75		WEEDEATER OIL AND LINE	01 2630 610 1 001 000	\$33.45
76			01 2630 610 2 001 000	\$33.44
77		WEEK KILLER	01 2630 610 1 001 000	\$45.99
78			01 2630 610 2 001 000	\$45.99
79	BOMGAARS SUPPLY Total			\$932.13
80	BOOK SYSTEMS	ATRIUUM CSA YEARLY CONTRACT	01 1100 340 1 028 000	\$3,875.00
81			01 1100 340 2 028 000	\$3,875.00
82	BOOK SYSTEMS Total			\$7,750.00
83	BOYS TOWN	MAY SPED T. KAUP	01 1200 561 1 004 000	\$1,780.74
84			01 1200 890 1 004 000	\$169.26
85	BOYS TOWN Total			\$1,950.00
86	CARRIKER, TONYA	STAFF MILEAGE	01 2151 333 1 004 000	\$1,528.96
87	CARRIKER, TONYA Total			\$1,528.96
88	CDW GOVERNMENT, INC	BATTERY	01 1100 610 1 005 000	\$159.23
89			01 1100 610 2 005 000	\$159.23
90		GOOGLE CHROME MANAGEMENT	01 1200 734 1 004 000	\$12.00
91			01 1200 734 2 004 000	\$12.00
92	CDW GOVERNMENT, INC Total			\$342.46
93	CENTER ENTERPRISES, INC	GENERAL SUPPLIES	01 1100 610 1 028 005	\$100.44
94	CENTER ENTERPRISES, INC Total			\$100.44
95	CENTURY LUMBER CO	PAINT AND SUPPLIES	01 2620 610 1 001 014	\$28.97

96			01 2620 610 2 001 002	\$82.57
97	CENTURY LUMBER CO Total			\$111.54
98	CITY OF NORFOLK	BRUSH WASTE	01 2630 420 1 001 000	\$3.00
99			01 2630 420 2 001 000	\$3.00
100		SMALL BRUSH WASTE	01 2630 420 1 001 000	\$1.50
101			01 2630 420 2 001 000	\$1.50
102		SMALL WASTE	01 2630 420 1 001 000	\$1.50
103			01 2630 420 2 001 000	\$1.50
104		WASHINGTON WASTE	01 2630 420 1 001 008	\$1,280.50
105		WASTE	01 2630 420 1 001 000	\$52.28
106			01 2630 420 2 001 000	\$52.27
107		WATER	01 2610 410 1 001 010	\$81.44
108		01 2610 410 1 001 014	\$606.28	
109		01 2610 410 1 001 021	\$270.85	
110		01 2610 410 2 001 001	\$1,188.93	
111	CITY OF NORFOLK Total			\$3,544.55
112	CODEMONKEY STUDIOS, INC	CURRICULUM	01 6969 643 1 028 000	\$590.00
113	CODEMONKEY STUDIOS, INC Total			\$590.00
114	COMPUTER INFORMATION	INFINITE CAMPUS MODIFICATIONS	01 1100 610 1 005 000	\$180.00
115			01 1100 610 2 005 000	\$180.00
116	COMPUTER INFORMATION Total			\$360.00
117	CONTACT PAPER GROUP	CENTRAL SUPPLY	01 1100 610 0 001 000	\$1,859.00
118	CONTACT PAPER GROUP Total			\$1,859.00
119	CORNHUSKER STATE	OFFICE FURNITURE	01 2510 731 1 001 000	\$4,092.00
120			01 2510 731 2 001 000	\$4,092.00
121	CORNHUSKER STATE Total			\$8,184.00
122	CRAVEN, SHEILA	OT CONTRACTED TIME	01 2163 320 1 004 000	\$544.50
123	CRAVEN, SHEILA Total			\$544.50
124	CROUCH RECREATIONAL DESIGN	PLAYGROUND DECK	01 2620 731 1 001 003	\$1,547.88
125	CROUCH RECREATIONAL DESIGN Total			\$1,547.88
126	DANIEL, JULIE	STAFF MILEAGE	01 2181 333 1 004 000	\$555.55
127			01 2181 333 2 004 000	\$555.54
128			01 2182 333 1 004 021	\$555.54
129	DANIEL, JULIE Total			\$1,666.63

130	DINKEL IMPLEMENT	KUBOTA #4 REPAIRS	01 2630 430 1 001 000	\$110.76
131			01 2630 430 2 001 000	\$110.76
132		NEW HOLLAND FUEL LINE	01 2630 610 1 001 000	\$14.00
133			01 2630 610 2 001 000	\$14.00
134		PALLET FORKS	01 2620 610 1 001 000	\$800.00
135			01 2620 610 2 001 000	\$800.00
136		REPAIR WORK FOR NEW HOLLAND	01 2630 430 1 001 000	\$134.36
137			01 2630 430 2 001 000	\$134.35
138		SERVICE TO KUBOTA MOWER	01 2630 430 1 001 000	\$134.73
139			01 2630 430 2 001 000	\$134.73
140	DINKEL IMPLEMENT Total			\$2,387.69
141	DITTER, KERSTIN	SIXPENCE MILEAGE	01 3541 333 1 035 000	\$210.68
142	DITTER, KERSTIN Total			\$210.68
143	EAKES OFFICE PLUS	COPIER LEASE AGREEMENT	01 2510 340 1 001 000	\$6,124.54
144			01 2510 340 2 001 000	\$6,124.54
145		SUPPLIES	01 2610 610 1 001 000	\$643.33
146			01 2610 610 2 001 000	\$643.33
147	EAKES OFFICE PLUS Total			\$13,535.74
148	EARTH WALK	CART CONVERSION PARTS	01 1100 734 1 005 000	\$1,575.00
149			01 1100 734 2 005 000	\$1,575.00
150	EARTH WALK Total			\$3,150.00
151	ECHO GROUP INC	FLUOR BULBS	01 2620 610 2 001 001	\$471.60
152		PHOTO EYE	01 2620 610 2 001 002	\$21.70
153	ECHO GROUP INC Total			\$493.30
154	EDUCATIONAL SERVICE UNIT	4TH QUARTER SPED BILLING	01 1200 591 1 004 000	-\$82.60
155			01 1200 591 2 004 000	-\$82.60
156			01 2181 591 1 004 000	\$385.00
157			01 2181 591 2 004 000	\$385.00
158	EDUCATIONAL SERVICE UNIT Total			\$604.80
159	EGAN SUPPLY COMPANY	SUPPLIES	01 2610 610 1 001 000	\$6,661.84
160			01 2610 610 2 001 000	\$6,661.83
161		TOOL FOR VACUUM	01 2610 610 1 001 010	\$61.33
162	EGAN SUPPLY COMPANY Total			\$13,385.00
163	ELLSWORTH PUBLISHING	CLASSROOM ACTIVITIES	01 1100 610 2 114 002	\$364.50

164	ELLSWORTH PUBLISHING Total			\$364.50
165	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 1 001 000	\$198.96
166			01 2510 340 2 001 000	\$198.95
167	ESSENTIAL SCREEN Total			\$397.91
168	ESU 8	ANNUAL SRS CHARGES	01 1200 350 1 004 000	\$4,292.00
169			01 1200 350 2 004 000	\$4,292.00
170	ESU 8 Total			\$8,584.00
171	FASTENAL INDUSTRIAL &	NUTS/BOLTS	01 2620 610 1 001 000	\$3.50
172			01 2620 610 2 001 000	\$3.50
173	FASTENAL INDUSTRIAL & Total			\$7.00
174	FLOOR MAINTENANCE AND	GREEN SCRUB PADS	01 2610 610 2 001 001	\$111.15
175		LAUNDRY DETERGENT	01 2610 610 1 001 000	\$46.44
176			01 2610 610 2 001 000	\$46.43
177	FLOOR MAINTENANCE AND Total			\$204.02
178	FLOORING SOLUTIONS	CARPET TILE/INSTALLATION	01 2620 430 2 001 002	\$6,527.82
179		VCT REMOVAL AT JH	01 2620 430 2 001 002	\$325.00
180	FLOORING SOLUTIONS Total			\$6,852.82
181	FREESE, KRIS	CURRICULUM WORK PAROCHIAL	01 6310 121 2 028 000	\$120.00
182	FREESE, KRIS Total			\$120.00
183	GEARY, LISA	STAFF MILEAGE	01 6968 333 1 001 014	\$4.69
184			01 6968 333 2 001 002	\$4.68
185	GEARY, LISA Total			\$9.37
186	GENERAL PRINTING & DESIGN,	STUDENT PLANNERS	01 2410 610 2 209 001	\$2,776.07
187	GENERAL PRINTING & DESIGN, Total			\$2,776.07
188	GLASS EDGE INC, THE	DOOR MUTES/WALL STOPS	01 2620 610 1 001 012	\$52.00
189		HINGES	01 2620 610 1 001 021	\$75.00
190	GLASS EDGE INC, THE Total			\$127.00
191	GLOBAL EQUIPMENT CO	ACTION PUMP	01 6996 610 1 945 000	\$21.89
192			01 6996 610 2 945 000	\$21.88
193	GLOBAL EQUIPMENT CO Total			\$43.77
194	GREAT EXTENSIONS	GENERAL SUPPLIES	01 1100 610 1 028 005	\$149.00
195	GREAT EXTENSIONS Total			\$149.00
196	HARPER, JR MD, CHARLES	DR SIGNATURE FOR MIPS	01 2190 340 1 004 000	\$87.50
197			01 2190 340 2 004 000	\$87.50

198	HARPER, JR MD, CHARLES Total			\$175.00
199	HEADLEY, LINDSAY	CURRICULUM WORK PAROCHIAL	01 6310 121 2 028 000	\$660.00
200	HEADLEY, LINDSAY Total			\$660.00
201	HEINEMANN	BOOKS & PERIODICALS	01 6200 640 1 028 008	\$6,840.90
202		LLI GREEN/BLUE SYSTEM	01 6200 640 1 028 003	\$7,346.60
203		READING INTERVENTIONS	01 6200 610 1 028 012	\$5,395.50
204	HEINEMANN Total			\$19,583.00
205	HIPPOCAMPE PUBLICATIONS	SUPPLIES FOR FOREIGN LANGUAGE	01 1100 610 2 139 002	\$253.71
206	HIPPOCAMPE PUBLICATIONS Total			\$253.71
207	HIRSCH, HEATHER	SIXPENCE MILEAGE	01 3541 333 1 035 000	\$160.37
208	HIRSCH, HEATHER Total			\$160.37
209	HITEMP	DETAILER SUPPLIES	01 2650 610 1 001 000	\$157.29
210			01 2650 610 2 001 000	\$157.28
211	HITEMP Total			\$314.57
212	HOIEN, MARY	MILEAGE	01 2320 333 1 033 000	\$36.30
213			01 2320 333 2 033 000	\$36.30
214	HOIEN, MARY Total			\$72.60
215	HOME DEPOT PRO, THE	14X20 GRIP FACE	01 2610 610 2 001 002	\$83.99
216		55 GAL DISINFECTANT	01 6996 610 1 945 000	\$2,124.98
217			01 6996 610 2 945 000	\$2,124.97
218		CLEANERS/BOTTLES	01 6996 610 1 945 000	\$43.01
219			01 6996 610 2 945 000	\$43.00
220		DAMP MOP	01 2610 610 2 001 001	\$68.38
221		DISINFECT SOL/GOGGLES/SPRAY	01 6996 610 1 945 000	\$2,826.68
222			01 6996 610 2 945 000	\$2,826.66
223		DISINFECT SOL/HAND SPRAYERS	01 6996 610 1 945 000	\$23,374.73
224			01 6996 610 2 945 000	\$23,374.72
225		MATERIALS FOR STRIPPING FLOORS	01 2610 610 1 001 000	\$0.00
226			01 2610 610 2 001 000	\$0.00
227		ODOR ELIMINATOR AND EZTRAPS	01 2610 610 1 001 000	\$122.02
228			01 2610 610 2 001 000	\$122.01
229		SUPPLIES	01 2610 610 1 001 000	\$322.23
230			01 2610 610 2 001 000	\$322.22
231	HOME DEPOT PRO, THE Total			\$57,779.60

232	HOMETOWN LEASING	COPIERS/PRINTERS	01 1100 340 1 104 010	\$34.57
233			01 1100 340 1 201 003	\$27.23
234			01 1100 340 1 302 004	\$30.93
235			01 1100 340 1 430 014	\$590.42
236			01 1100 340 1 602 005	\$54.37
237			01 1100 340 1 705 008	\$39.47
238			01 1100 340 1 819 009	\$47.49
239			01 1100 340 1 904 012	\$41.97
240			01 1100 340 2 141 002	\$55.51
241			01 1100 340 2 209 001	\$195.60
242			01 1125 340 2 209 001	\$8.38
243			01 1190 610 1 163 021	\$5.08
244			01 1200 610 1 004 000	\$1,188.70
245			01 1200 610 2 004 000	\$1,188.69
246			01 1291 610 1 017 000	\$5.96
247			01 1292 610 1 017 000	\$5.96
248			01 2510 340 1 001 000	-\$1,650.66
249			01 2510 340 2 001 000	-\$1,650.66
250			01 2620 340 0 001 000	\$21.50
251	HOMETOWN LEASING Total			\$240.51
252	IASCO	INDUSTRIAL TECH SUPPLIES	01 1100 610 2 112 002	\$195.34
253	IASCO Total			\$195.34
254	IXL LEARNING	CLASSROOM SUPPLIES	01 1100 610 2 134 002	\$2,700.00
255		SITE LICENSE	01 1100 643 1 028 000	\$14,931.00
256			01 1100 643 2 028 000	\$14,931.00
257	IXL LEARNING Total			\$32,562.00
258	J W PEPPER, INC	ALL STATE AUDITION MUSIC	01 1100 610 2 207 001	\$43.00
259	J W PEPPER, INC Total			\$43.00
260	JOSTENS	DIPLOMAS	01 2490 610 2 209 001	\$9.32
261	JOSTENS Total			\$9.32
262	KASSMEIER, TIM	CURRICULUM WORK PAROCHIAL	01 6310 121 2 028 000	\$60.00
263	KASSMEIER, TIM Total			\$60.00
264	KELLY SUPPLY COMPANY	HI POWER BELTS	01 2620 610 2 001 002	\$20.70
265		PLUMBLING SUPPLIES	01 2620 610 1 001 000	\$3.96

266			01 2620 610 2 001 000	\$3.95
267	KELLY SUPPLY COMPANY Total			\$28.61
268	KNIGHT, KARLA	MILEAGE	01 2153 333 1 004 000	\$42.84
269	KNIGHT, KARLA Total			\$42.84
270	KRINGS, JONATHAN	CURRICULUM WORK PAROCHIAL	01 6310 121 1 028 000	\$460.00
271	KRINGS, JONATHAN Total			\$460.00
272	KRUGER, ADRIANNE	STAFF MILEAGE	01 6968 333 1 001 014	\$22.49
273			01 6968 333 2 001 002	\$22.48
274	KRUGER, ADRIANNE Total			\$44.97
275	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$659.56
276			01 2620 610 2 001 000	\$659.55
277	KURITA AMERICA, INC. Total			\$1,319.11
278	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 430 1 001 000	\$43.50
279			01 2630 430 1 001 003	\$29.00
280			01 2630 430 1 001 004	\$29.00
281			01 2630 430 1 001 005	\$29.00
282			01 2630 430 1 001 008	\$29.00
283			01 2630 430 1 001 009	\$29.00
284			01 2630 430 1 001 010	\$29.00
285			01 2630 430 1 001 012	\$29.00
286			01 2630 430 1 001 014	\$29.00
287			01 2630 430 1 001 021	\$29.00
288			01 2630 430 2 001 000	\$43.50
289			01 2630 430 2 001 001	\$58.00
290			01 2630 430 2 001 002	\$29.00
291	KUSTOM PEST CONTROL Total			\$435.00
292	LAKESHORE LEARNING	CLASSROOM SUPPLIES	01 1190 610 1 163 021	\$3,494.38
293		GENERAL SUPPLIES	01 1100 610 1 803 009	\$189.67
294		STOOLS/CUBBIES/TABLES	01 2510 731 1 001 005	\$10,316.91
295	LAKESHORE LEARNING Total			\$14,000.96
296	LAWNCO	LAWN SERVICE	01 2630 420 1 001 000	\$3,580.91
297			01 2630 420 2 001 000	\$3,580.90
298	LAWNCO Total			\$7,161.81
299	LAWSON PRODUCTS, INC	RESTOCK PARTS BIN	01 2620 610 1 001 000	\$56.75

300			01 2620 610 2 001 000	\$56.74
301		RESTOCK SHOP SUPPLY BINS	01 2620 610 1 001 000	\$44.41
302			01 2620 610 2 001 000	\$44.41
303	LAWSON PRODUCTS, INC Total			\$202.31
304	LEARNING RESOURCES	BIG TIME STUDENT CLOCK	01 1100 610 1 028 005	\$8.99
305	LEARNING RESOURCES Total			\$8.99
306	LMEP-SCIP	SCIP TRAINING	01 2213 810 1 430 014	\$300.00
307	LMEP-SCIP Total			\$300.00
308	LOVE SIGNS, INC	FURNISH AND INSTALL NEW	01 2510 610 1 001 000	\$610.00
309			01 2510 610 2 001 000	\$610.00
310		MESSAGE SIGN REPAIRS	01 2410 340 1 802 009	\$580.00
311		SIGN	01 2410 610 1 904 012	\$180.00
312	LOVE SIGNS, INC Total			\$1,980.00
313	MARATHON PRESS INC	BUSINESS CARDS/A BAUMANN	01 2211 610 1 901 000	\$34.25
314			01 2211 610 2 901 000	\$34.25
315		BUSINESS CARDS/E WILSON	01 2670 610 1 035 000	\$34.25
316			01 2670 610 2 035 000	\$34.25
317	MARATHON PRESS INC Total			\$137.00
318	MATTEO SAND & GRAVEL	PLAYGROUND GRAVEL	01 2620 610 1 001 008	\$918.75
319	MATTEO SAND & GRAVEL Total			\$918.75
320	MEISINGER OIL CO	LEVER PUMP	01 6996 610 1 945 000	\$340.13
321			01 6996 610 2 945 000	\$340.12
322	MEISINGER OIL CO Total			\$680.25
323	MENARDS	ADJ PATTERNS	01 2620 610 1 001 009	\$28.39
324		CABINET AND SUPPLIES	01 2620 610 2 001 001	\$74.80
325		COVER, SHIM, RUBBER WDGE	01 2620 610 1 001 000	\$5.93
326			01 2620 610 2 001 000	\$5.93
327		GLOVES	01 2620 610 1 001 000	\$5.99
328			01 2620 610 2 001 000	\$5.99
329		LUMBER	01 2620 610 1 001 000	\$46.29
330			01 2620 610 2 001 000	\$46.29
331		MASTER AS BRUSH	01 2620 610 2 001 001	\$31.96
332		METAL NOZZLE	01 2620 610 1 001 021	\$4.49
333		MT SUPPLIES	01 2620 610 1 001 021	\$9.72

334		NOZZLE AND MULCH	01 2630 610 1 001 012	\$26.99
335		PAINT ROLLER COVERS	01 2620 610 1 001 000	\$22.27
336			01 2620 610 1 001 003	\$29.70
337			01 2620 610 2 001 000	\$22.28
338		PAINT SUPPLIES	01 2620 610 2 001 001	\$213.77
339		PAINTING SUPPLIES	01 2620 610 2 001 002	\$119.09
340		POLY DROP CLOTH	01 2620 610 1 001 000	\$10.72
341			01 2620 610 2 001 000	\$10.72
342		QUICK LINK AND BOLT	01 2620 610 1 001 003	\$10.32
343		SATIN NEUTRAL PAINT	01 2620 610 1 001 003	\$67.96
344		SUPPLIES	01 2620 610 1 001 000	\$18.85
345			01 2620 610 2 001 000	\$18.84
346		WAX BOWL RING	01 2620 610 1 001 000	\$2.19
347			01 2620 610 2 001 000	\$2.19
348		WHITE PAINT	01 2620 610 2 001 001	\$28.98
349	MENARDS Total			\$870.65
350	METAL DOORS & HARDWARE CO.	CYLINDRICAL CORES	01 2620 610 2 001 001	\$289.37
351	METAL DOORS & HARDWARE CO. Total			\$289.37
352	MICROFILM IMAGING SYSTEMS	SERVICE AGREEMENT	01 2510 340 1 001 000	\$1,042.00
353			01 2510 340 2 001 000	\$1,042.00
354	MICROFILM IMAGING SYSTEMS Total			\$2,084.00
355	MILLER, AMY	PT CONTRACTED TIME	01 2173 320 1 004 000	\$841.50
356	MILLER, AMY Total			\$841.50
357	MODEL ELECTRIC INC	BOX COVERS FOR TRACK	01 2620 610 2 001 001	\$208.86
358	MODEL ELECTRIC INC Total			\$208.86
359	MONTESSORI RESEARCH &	GENERAL SUPPLIES	01 1100 610 1 028 005	\$587.51
360	MONTESSORI RESEARCH & Total			\$587.51
361	MYRON CORP	SERVICE AWARDS	01 2310 610 1 033 000	\$421.97
362			01 2310 610 2 033 000	\$421.96
363	MYRON CORP Total			\$843.93
364	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 622 1 001 000	\$1,067.91
365			01 2610 622 1 001 003	\$2,344.10
366			01 2610 622 1 001 004	\$831.72
367			01 2610 622 1 001 005	\$1,890.15

368			01 2610 622 1 001 008	\$1,613.95
369			01 2610 622 1 001 009	\$1,224.56
370			01 2610 622 1 001 010	\$812.48
371			01 2610 622 1 001 014	\$6,081.80
372			01 2610 622 2 001 000	\$1,067.92
373			01 2610 622 2 001 001	\$19,378.28
374			01 2610 622 2 001 002	\$8,128.35
375	NEBRASKA PUBLIC POWER Total			\$44,441.22
376	NIENHUIS MONTESSORI USA	GENERAL SUPPLIES	01 1100 610 1 028 005	\$621.41
377	NIENHUIS MONTESSORI USA Total			\$621.41
378	NLAF	BANK FEES	01 2510 340 1 001 000	\$23.97
379			01 2510 340 2 001 000	\$23.97
380	NLAF Total			\$47.94
381	NMG LLC DBA NORFOLK WORKS	DOT PHYSICAL/BREATH ALCOHOL	01 2570 340 1 901 000	\$112.50
382			01 2570 340 2 901 000	\$112.50
383		DOT/ALCOHOL TESTS	01 2570 340 1 901 000	\$75.00
384			01 2570 340 2 901 000	\$75.00
385	NMG LLC DBA NORFOLK WORKS Total			\$375.00
386	NORFOLK DAILY NEWS	ADS	01 2210 540 1 901 000	\$412.50
387			01 2210 540 2 901 000	\$412.50
388			01 2310 540 1 001 000	\$11.32
389			01 2310 540 2 001 000	\$11.31
390			01 2510 540 1 001 000	\$46.48
391			01 2510 540 2 001 000	\$46.47
392			01 6910 350 1 035 000	\$5.40
393			01 6910 350 2 035 000	\$5.40
394		STAFF APPRECIATION AD	01 2310 540 1 010 000	\$395.00
395			01 2310 540 2 010 000	\$395.00
396		SUBSCRIPTION	01 1125 340 2 209 001	\$125.00
397	NORFOLK DAILY NEWS Total			\$1,866.38
398	NORFOLK WINSUPPLY	DRAIN CLEANER, PLUGS, SILICONE	01 2620 610 2 001 002	\$39.91
399	NORFOLK WINSUPPLY Total			\$39.91
400	NOVA FITNESS EQUIPMENT	SERVICE THE FITNESS EQUIPMENT	01 1100 340 1 414 014	\$414.50
401	NOVA FITNESS EQUIPMENT Total			\$414.50

402	NPS SUBSIDIARY	AFE CLARK #49	01 2310 610 1 001 000	\$246.82
403			01 2310 610 2 001 000	\$246.81
404		BACKGROUND CHECKS #8	01 2510 340 1 001 000	\$1.50
405			01 2510 340 2 001 000	\$1.50
406		BEADS AND CANVAS #19	01 3535 610 1 027 000	\$60.71
407		BOOKS & PERIODICALS #19	01 3535 640 1 027 000	\$175.78
408		CABLE BOXES	01 2510 340 1 001 000	\$2.76
409			01 2510 340 2 001 000	\$2.76
410			01 2670 340 1 035 000	\$2.76
411			01 2670 340 2 035 000	\$2.77
412		CABLE SERVICE	01 1125 340 2 209 001	\$15.89
413			01 2410 340 2 209 001	\$11.89
414		CENTRAL SUPPLY	01 1100 610 0 001 000	\$746.28
415		CLASSROOM SUPPLIES #42	01 1100 610 1 128 010	\$45.63
416		CLASSROOM SUPPLIES #47	01 1100 610 1 710 008	\$118.89
417		COMMUNICATION FOLDERS #48	01 1100 610 1 904 012	\$292.50
418		COVID MASKS #4	01 6996 610 1 945 000	\$240.92
419			01 6996 610 2 945 000	\$240.92
420		DEPENDENT/HEALTHCARE FEES	01 2510 340 1 001 000	\$299.45
421			01 2510 340 2 001 000	\$299.45
422		DISTRICT FUEL	01 2650 626 2 001 000	\$48.77
423		EDN CHILD FIND SUPPLIES #11	01 6416 610 1 017 000	\$1,036.59
424		ELECTRICITY	01 2610 622 1 001 012	\$1,297.67
425			01 2610 622 1 001 021	\$1,466.39
426		ENVELOPES #32	01 1100 610 2 141 002	\$37.30
427		FILTERS	01 2650 610 1 001 000	\$68.42
428			01 2650 610 2 001 000	\$68.42
429		GENERAL SUPPLIES #11	01 1190 610 1 163 021	\$2,090.63
430			01 1291 610 1 017 021	\$512.43
431		GENERAL SUPPLIES #42	01 1100 610 1 104 010	\$1,255.52
432		GENERAL SUPPLIES #45	01 1100 610 1 028 005	\$68.43
433		GENIUS SQUARE GAMES #19	01 3535 610 1 027 000	\$184.55
434		GIFT CARDS FOR FAMILIES	01 3541 610 1 035 000	\$260.00
435	HDD KITS #33	01 1100 610 1 005 000	\$261.12	

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	01 1100 610 2 005 000	\$261.11
ICE MACHINE REPAIRS	01 1100 340 2 141 002	\$151.50
IPAD CASE #28	01 2410 734 2 209 001	\$108.94
IPADS #31	01 2410 734 2 209 001	\$235.21
IPADS/IPAD PENCILS #30	01 2410 734 2 209 001	\$3,087.70
KITCHEN SUPPLIES FOR CLASSROOM	01 6700 731 2 028 001	\$527.90
KUBOTA REPAIRS	01 2630 430 1 001 000	\$134.34
	01 2630 430 2 001 000	\$134.34
LABELS	01 2510 610 1 001 000	\$67.12
	01 2510 610 2 001 000	\$67.11
LAMINATING FILM #48	01 1100 610 1 904 012	\$141.18
LANDSCAPING #4	01 2510 610 1 001 000	\$5.33
	01 2510 610 2 001 000	\$5.33
MAILING SYSTEM	01 2510 531 1 001 000	\$82.93
	01 2510 531 2 001 000	\$82.92
MATH MANIPULATIVES #47	01 1200 610 1 753 008	\$86.23
NCSA MEMBERSHIP #48	01 2410 810 1 904 012	\$335.00
PAINT AND SUPPLIES	01 2620 610 2 001 001	\$449.34
PAINT SUPPLIES	01 2620 610 2 001 001	\$450.04
PATS PURCHASE #33	01 1100 610 1 005 000	\$16.03
PHONEMIC AWARENESS #19	01 1200 610 1 753 008	\$171.98
PHONES	01 2670 382 1 035 000	\$175.18
	01 2670 382 2 035 000	\$175.18
	01 2710 382 1 001 000	\$168.95
	01 2710 382 2 001 000	\$168.95
	01 3541 382 1 035 000	\$161.78
	01 6910 530 1 035 000	\$53.96
	01 6968 530 1 001 014	\$30.73
	01 6968 530 2 001 002	\$30.73
PLANNER #45	01 1100 610 1 602 005	\$29.19
PORTABLE HIGH CHAIRS/BABY	01 3541 610 1 035 000	\$238.56
POSTERS #45	01 2120 610 1 605 005	\$24.02
PRI LINES	01 2510 382 1 001 000	\$371.61
	01 2510 382 2 001 000	\$371.61

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QWIRKLE GAME #19	01 3535 610 2 027 000	\$26.70
REMOTE #32	01 2220 610 2 106 002	\$94.99
REPAIR PARTS	01 2650 610 1 001 000	\$10.71
	01 2650 610 2 001 000	\$10.70
STAMPED ENVELOPES #10	01 2410 531 1 302 004	\$319.15
STANDING DESK #10	01 1100 731 1 302 004	\$187.38
STENCIL #45	01 1100 610 1 602 005	\$14.92
STORAGE BOXES #45	01 1100 610 1 028 005	\$85.08
STORAGE TOTES #32	01 2220 610 2 106 002	\$115.43
SUPPLIES #33	01 1100 610 2 005 000	\$131.86
SUPPLIES #19	01 3535 610 1 027 000	\$177.58
	01 3535 610 2 027 000	\$71.92
SUPPLIES #32	01 1100 610 2 138 002	\$35.16
SUPPLIES #33	01 1100 610 1 005 000	\$148.73
	01 1100 610 2 005 000	\$16.85
SUPPLIES #42	01 1100 610 1 125 010	\$100.95
	01 1100 610 1 127 010	\$333.67
	01 1200 610 1 155 010	\$552.66
SUPPLIES #45	01 1100 610 1 602 005	\$86.99
	01 2120 610 1 605 005	\$69.26
SUPPLIES #48	01 1100 610 1 903 012	\$53.95
	01 1100 610 1 907 012	\$95.96
	01 1100 610 1 908 012	\$52.98
	01 1100 610 1 909 012	\$198.57
SUPPLIES #49	01 1100 610 1 430 014	\$27.67
SUPPLIES FOR BD ROOM #49	01 1200 610 1 492 014	\$220.56
SUPPLIES FOR NOVEL UNIT #11	01 3535 610 2 027 000	\$149.83
SUPPLIES FOR NOVEL UNIT #19	01 3535 610 2 027 000	\$8.43
TAPE #19	01 1100 610 1 705 008	\$145.60
TRAINING/J SMITH #2	01 6310 330 1 028 000	\$158.88
UKULELE #19	01 3535 610 2 027 000	\$194.60
WALL MAPS #19	01 3535 610 1 027 000	\$360.00
WEB/CLOUD BASED SOFTWARE #19	01 3535 643 1 027 000	\$3,007.59
ZIP TIES #49	01 1100 610 1 430 014	\$9.03

504	NPS SUBSIDIARY Total			\$27,588.60
505	NWEA	MAP READING SUPPLIES	01 1100 643 1 028 000	\$10,250.00
506			01 1100 643 2 028 000	\$10,250.00
507	NWEA Total			\$20,500.00
508	O'BANION PAINTING	PAINTING AND WALL REPAIR	01 2620 430 1 001 010	\$1,709.50
509	O'BANION PAINTING Total			\$1,709.50
510	O'KEEFE ELEVATOR COMPANY,	ELEVATOR MAINT CONTRACT	01 2620 430 1 001 000	\$101.13
511			01 2620 430 1 001 005	\$202.27
512			01 2620 430 1 001 014	\$202.27
513			01 2620 430 2 001 000	\$101.13
514			01 2620 430 2 001 001	\$202.27
515			01 2620 430 2 001 002	\$202.27
516	O'KEEFE ELEVATOR COMPANY, Total			\$1,011.34
517	OMAHA WORLD HERALD	CERTIFIED POSITION ADS	01 2210 540 1 901 000	\$1,185.00
518			01 2210 540 2 901 000	\$1,185.00
519	OMAHA WORLD HERALD Total			\$2,370.00
520	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 430 1 001 000	\$0.96
521			01 2620 430 2 001 000	\$0.96
522	ONE CALL CONCEPTS, INC Total			\$1.92
523	ONE OFFICE SOLUTION	LABELS, USB DRIVES	01 2211 610 1 901 000	\$14.55
524			01 2211 610 2 901 000	\$14.55
525	ONE OFFICE SOLUTION Total			\$29.10
526	ORIENTAL TRADING COMPANY	SUPPLIES	01 1100 610 1 602 005	\$43.47
527	ORIENTAL TRADING COMPANY Total			\$43.47
528	PEARSON, INC	SCIENCE CURRICULUM	01 1100 640 1 028 000	\$205,614.45
529	PEARSON, INC Total			\$205,614.45
530	PERRIGAN, KATHERINE	STAFF MILEAGE	01 6968 333 1 001 014	\$18.46
531			01 6968 333 2 001 002	\$18.46
532	PERRIGAN, KATHERINE Total			\$36.92
533	PERRY,GUTHERY,HAASE &	LEGAL SERVICES	01 2330 317 1 001 000	\$612.00
534			01 2330 317 2 001 000	\$612.00
535	PERRY,GUTHERY,HAASE & Total			\$1,224.00
536	PFEIL, KARY	SIXPENCE JOB COACH 6/2020	01 3541 340 1 035 000	\$1,250.00
537	PFEIL, KARY Total			\$1,250.00

538	PILAR, MAGGIE	STAFF MILEAGE	01 6968 333 1 001 014	\$4.78
539			01 6968 333 2 001 002	\$4.77
540	PILAR, MAGGIE Total			\$9.55
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	EPI SERVICE	01 2210 340 1 901 000	\$720.25
545			01 2210 340 2 901 000	\$720.24
546	POWERSCHOOL GROUP LLC Total			\$1,440.49
547	PRESENCE LEARNING	MAY SPEECH THERAPY SERVICES	01 2151 320 1 004 000	\$8,867.90
548	PRESENCE LEARNING Total			\$8,867.90
549	PRICE, PAT	CURRICULUM WORK PAROCHIAL	01 6310 121 2 028 000	\$300.00
550	PRICE, PAT Total			\$300.00
551	PRIME SANITATION SERVICE	JUNE 2020	01 2610 420 1 001 000	\$1,950.00
552			01 2610 420 2 001 000	\$1,950.00
553	PRIME SANITATION SERVICE Total			\$3,900.00
554	PRIORITY COMMUNICATIONS &	PHONE AND LABOR	01 2510 340 1 001 000	\$192.50
555			01 2510 340 2 001 000	\$192.50
556	PRIORITY COMMUNICATIONS & Total			\$385.00
557	PYRAMID SCHOOL PRODUCTS	COOP SUPPLIES	01 1100 610 1 801 009	\$87.80
558			01 1190 610 1 163 021	\$59.90
559	PYRAMID SCHOOL PRODUCTS Total			\$147.70
560	QBS, INC	REANCHOR CORBEL BLOCK	01 2620 430 1 001 000	\$57.50
561			01 2620 430 2 001 000	\$57.50
562		REPLACEMENT OF SHELVING UNIT	01 2620 430 2 001 002	\$4,061.40
563	QBS, INC Total			\$4,176.40
564	RASMUSSEN MECHANICAL	FIXED WATER LEAKS	01 2620 430 2 001 002	\$1,097.20
565		HVAC PREVENTATIVE MAINTENANCE	01 2620 430 1 001 000	\$9,728.38
566			01 2620 430 2 001 000	\$9,728.37
567		NHS REPAIR TO COOLING IN GYM	01 2620 430 2 001 001	\$1,495.08
568		REPAIRS TO COOLING UNIT	01 2620 430 1 001 008	\$237.00
569		REPLACED AHU #2 FAN WALL	01 2620 430 2 001 001	\$30,987.05
570	RASMUSSEN MECHANICAL Total			\$53,273.08
571	RIGGLE, HARRISON	STAFF MILEAGE	01 6968 333 1 001 014	\$20.59

572			01 6968 333 2 001 002	\$20.58
573	RIGGLE, HARRISON Total			\$41.17
574	RIVERSIDE ASSESSMENTS, LLC	COGAT 7 ONLINE	01 3535 643 2 027 002	\$4,350.00
575	RIVERSIDE ASSESSMENTS, LLC Total			\$4,350.00
576	ROBERG, JOANN	CDL RENEWAL	01 2712 890 1 001 014	\$59.50
577	ROBERG, JOANN Total			\$59.50
578	ROBERTS, JOANNE	CONTRACTED SERVICE	01 2510 340 1 001 000	\$415.00
579			01 2510 340 2 001 000	\$415.00
580	ROBERTS, JOANNE Total			\$830.00
581	SAFESIDE SHREDDING	SHREDDING	01 1100 610 1 201 003	\$35.00
582			01 2510 340 1 001 000	\$35.00
583			01 2510 340 2 001 000	\$35.00
584		SHREDDING 2 BINS	01 2510 340 1 001 000	\$35.00
585			01 2510 340 2 001 000	\$35.00
586		SHREDDING SERVICES	01 2410 340 1 904 012	\$35.00
587	SAFESIDE SHREDDING Total			\$210.00
588	SAVVAS LEARNING COMPANY	SCIENCE CURRICULUM	01 1100 640 1 028 000	\$33,810.64
589		STUDENT MATERIALS	01 1100 610 1 902 012	\$128.34
590	SAVVAS LEARNING COMPANY Total			\$33,938.98
591	SCHEER'S ACE HARDWARE	GLID ENAILON CMPT, AERATOR	01 2620 610 1 001 000	\$5.99
592			01 2620 610 2 001 000	\$5.99
593		PLUMBING SUPPLIES	01 2620 610 1 001 000	\$16.94
594			01 2620 610 2 001 000	\$16.94
595		SHOP SUPPLIES	01 2620 610 1 001 000	\$14.47
596			01 2620 610 2 001 000	\$14.47
597	SCHEER'S ACE HARDWARE Total			\$74.80
598	SCHOLASTIC INC.	BOOKS	01 6200 640 1 028 014	\$218.00
599		SCHOLASTIC NEWS	01 1100 610 1 802 009	\$1,505.39
600	SCHOLASTIC INC. Total			\$1,723.39
601	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 1200 610 1 004 000	\$12.00
602			01 2130 610 1 035 000	\$119.83
603			01 2130 610 2 035 000	\$119.83
604	SCHOOL HEALTH CORPORATION Total			\$251.66
605	SCHOOL MART	CALCULATORS	01 1100 610 2 107 002	\$795.26

606	SCHOOL MART Total			\$795.26
607	SCHOOL MATE	PLANNERS	01 1100 610 1 904 012	\$207.90
608	SCHOOL MATE Total			\$207.90
609	SCHOOL OUTLET.COM	ED CLASSROOM SUPPLIES	01 1200 610 1 492 014	\$648.80
610	SCHOOL OUTLET.COM Total			\$648.80
611	SCHOOL SPECIALTY	COOP SUPPLIES	01 1100 610 2 204 001	\$3.60
612			01 1100 610 2 206 001	\$22.73
613			01 1100 610 2 208 001	\$25.03
614			01 1100 610 2 212 001	\$107.25
615			01 1100 610 2 224 001	\$29.97
616			01 1100 610 2 226 001	\$6.40
617			01 1200 610 2 291 001	\$14.30
618		PROBE COVERS	01 6996 610 1 945 000	\$259.95
619			01 6996 610 2 945 000	\$259.95
620		SUPPLIES	01 1100 610 1 903 012	\$28.85
621	01 1100 610 1 904 012		\$145.60	
622	WHITE BOARDS	01 1100 610 1 430 014	\$430.28	
623	SCHOOL SPECIALTY Total			\$1,333.91
624	SEESAW	COMMUNICATION SUPPLIES	01 1190 610 1 163 021	\$1,802.51
625	SEESAW Total			\$1,802.51
626	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01 2610 420 1 001 000	\$1,665.84
627			01 2610 420 1 001 010	\$2,460.00
628			01 2610 420 1 001 012	\$2,320.00
629			01 2610 420 2 001 000	\$1,665.83
630	SERVICEMASTER OF NORFOLK Total			\$8,111.67
631	SHERWIN-WILLIAMS	PAINT	01 2620 610 1 001 003	\$126.25
632			01 2620 610 1 001 005	\$25.25
633			01 2620 610 2 001 002	\$50.50
634		PAINT SUPPLIES	01 2620 610 2 001 002	\$295.67
635	SHERWIN-WILLIAMS Total			\$497.67
636	SOK, PAUL	CURRICULUM WORK PAROCHIAL	01 6310 121 2 028 000	\$195.00
637	SOK, PAUL Total			\$195.00
638	SPRINGER, JOSHUA	CURRICULUM WORK PAROCHIAL	01 6310 121 2 028 000	\$220.00
639	SPRINGER, JOSHUA Total			\$220.00

640	STERLING COMPUTERS	CHROMEBOOKS	01 1100 734 1 005 000	\$17,199.00
641			01 1100 734 1 802 009	\$5,460.00
642			01 1100 734 1 904 012	\$1,700.00
643			01 1100 734 2 005 000	\$17,199.00
644			01 6200 650 1 028 000	\$42,178.50
645			01 6200 650 2 028 000	\$42,178.50
646		COMPUTERS	01 1100 734 1 005 000	\$83,462.50
647			01 1100 734 2 005 000	\$83,462.50
648	STERLING COMPUTERS Total			\$292,840.00
649	STRONG, BRUCE	STAFF MILEAGE	01 2410 333 1 904 012	\$266.47
650	STRONG, BRUCE Total			\$266.47
651	SUCCESS BY DESIGN, INC	DAILY PLANNERS	01 1100 610 1 802 009	\$401.72
652	SUCCESS BY DESIGN, INC Total			\$401.72
653	SUCKSTORF, CATHERINE	ACTIVITY WORKER	01 2190 120 2 001 000	\$100.00
654	SUCKSTORF, CATHERINE Total			\$100.00
655	SUPPLY MASTER, INC	HEADSETS	01 1100 610 1 028 000	\$2,445.10
656	SUPPLY MASTER, INC Total			\$2,445.10
657	SYCAMORE EDUCATION	SYCAMORE ED TRAINING DEPOSIT	01 6310 330 2 028 000	\$250.00
658			01 6310 333 1 028 000	\$250.00
659		TRAINING NORFOLK CATHOLIC	01 6310 580 1 028 000	\$134.00
660			01 6310 580 2 028 000	\$134.00
661		TRAINING NORFOLK CATHOLIC	01 6310 330 1 028 000	\$250.00
662			01 6310 330 2 028 000	\$250.00
663	SYCAMORE EDUCATION Total			\$1,268.00
664	SYMMETRY ENERGY SOLUTIONS,	GAS	01 2610 621 1 001 000	\$143.23
665			01 2610 621 1 001 003	\$59.14
666			01 2610 621 1 001 004	\$1,683.80
667			01 2610 621 1 001 005	\$371.02
668			01 2610 621 1 001 008	\$326.80
669			01 2610 621 1 001 009	\$168.55
670			01 2610 621 1 001 010	\$89.65
671			01 2610 621 1 001 012	\$243.53
672			01 2610 621 1 001 014	\$135.04
673			01 2610 621 1 001 021	\$665.93

674			01 2610 621 2 001 000	\$143.23
675			01 2610 621 2 001 001	\$453.89
676			01 2610 621 2 001 002	\$234.18
677	SYMMETRY ENERGY SOLUTIONS, Total			\$4,717.99
678	SYNCB/AMAZON	STICKERS	01 2220 610 1 030 000	\$50.18
679		WIRE GUAGE AND FLAGS	01 2610 610 1 001 000	\$30.07
680	SYNCB/AMAZON Total			\$80.25
681	TEACHER CREATED RESOURCES	CLASSROOM SUPPLIES	01 1100 610 1 609 005	\$69.93
682	TEACHER CREATED RESOURCES Total			\$69.93
683	TEACHER INNOVATIONS, INC	PLANBOOKS	01 1100 610 1 904 012	\$204.00
684	TEACHER INNOVATIONS, INC Total			\$204.00
685	TROXELL COMMUNICATIONS	COOP SUPPLIES	01 1100 610 2 106 002	\$376.62
686			01 2410 731 2 209 001	\$871.52
687	TROXELL COMMUNICATIONS Total			\$1,248.14
688	TURNKEY TELECOM SOLUTIONS,	FIBER OPTIC LOCATING SERVICE	01 1100 340 1 005 000	\$1,220.00
689	TURNKEY TELECOM SOLUTIONS, Total			\$1,220.00
690	VOYAGER SORIS LEARNING	6 MINUTE SOLUTIONS	01 6200 610 1 028 012	\$329.89
691		WEB/CLOUD BASED SOFTWARE	01 1100 643 1 904 012	\$52.48
692	VOYAGER SORIS LEARNING Total			\$382.37
693	WEST MUSIC COMPANY	TRIANGLE HOLDER	01 1100 610 1 817 009	\$10.50
694	WEST MUSIC COMPANY Total			\$10.50
695	WIESER, PAM	CURRICULUM	01 6310 121 2 028 000	\$220.00
696	WIESER, PAM Total			\$220.00
697	WILLIAM V. MACGILL	GENERAL SUPPLIES	01 2130 610 1 035 000	\$1,543.01
698			01 6996 610 1 945 000	\$102.14
699			01 6996 610 2 945 000	\$102.13
700		NURSES OFFICE SUPPLIES	01 2130 610 1 425 014	\$496.30
701		SUPPLIES	01 6996 610 1 945 014	\$84.19
702	WILLIAM V. MACGILL Total			\$2,327.77
703	WINNERS CIRCLE	AWARDS	01 2310 610 1 033 000	\$552.00
704			01 2310 610 2 033 000	\$552.00
705	WINNERS CIRCLE Total			\$1,104.00
706	WOODMASTER TOOLS, INC	VELCRO MAT	01 1100 610 2 211 001	\$46.00
707	WOODMASTER TOOLS, INC Total			\$46.00

708	ZONE, THE	INDEPENDENT CONTRACTOR	01 6968 340 1 001 014	\$1,215.00
709			01 6968 340 2 001 002	\$1,272.38
710		INDEPENDENT CONTRACTORS	01 6968 340 1 001 014	\$1,000.00
711		PAYROLL M RODRIGUEZ HERNANDEZ	01 6968 340 2 001 002	\$429.27
712	ZONE, THE Total			\$3,916.65
713	ZOUCHA, DOUG	CURRICULUM WORK PAROCHIAL	01 6310 121 2 028 000	\$220.00
714	ZOUCHA, DOUG Total			\$220.00
715	<b>Grand Total</b>			<b>\$1,009,084.34</b>

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718 **NUTRITION FUND**

719	FRITTON, TERESA	REFUND OF LUNCH BALANCE M.	02 3100 890 0 001 000	\$15.20
720	FRITTON, TERESA Total			\$15.20
721	HEARTLAND FIRE PROTECTION	SEMI ANNUAL RECERT AND MAINT	02 3100 340 2 001 001	\$217.50
722	HEARTLAND FIRE PROTECTION Total			\$217.50
723	INFINITE CAMPUS, INC.	OMNI 2D BARCODE SCANNER	02 3100 650 1 001 000	\$2,092.50
724			02 3100 650 2 001 000	\$2,092.50
725	INFINITE CAMPUS, INC. Total			\$4,185.00
726	LUNCHTIME SOLUTIONS, INC.	SACK FEEDING JUNE 2020	02 3100 340 1 001 000	\$78,345.98
727			02 3100 340 2 001 000	\$78,345.98
728	LUNCHTIME SOLUTIONS, INC. Total			\$156,691.96
729	NPS SUBSIDIARY	2D SCANNER/STAND KIT	02 3100 650 1 001 000	\$184.25
730	NPS SUBSIDIARY Total			\$184.25
731	SCHEINOST, STEWART	LUNCH ACCT REFUND P. SCHEINOST	02 3100 890 0 001 000	\$48.35
732	SCHEINOST, STEWART Total			\$48.35
733	TROWBRIDGE, LORI	LUNCH BALANCE REFUND L.	02 3100 890 0 001 000	\$67.35
734	TROWBRIDGE, LORI Total			\$67.35
735	<b>Grand Total</b>			<b>\$161,409.61</b>

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738 **COOPERATIVE FUND**

739	NPS GENERAL FUND	POSTAGE	04 1200 531 1 004 000	\$3.25
740			04 1200 531 2 004 000	\$3.25
741	NPS GENERAL FUND Total			\$6.50

742	NPS SUBSIDIARY	PPE FACE MASKS	04 1200 610 1 004 000	\$219.12
743			04 1200 610 2 004 000	\$219.12
744		SHIPPING UPS STORE	04 1200 531 2 004 000	\$38.38
745		WEBSITE MEMBERSHIPS	04 1200 610 1 004 000	\$72.00
746			04 1200 610 2 004 000	\$72.00
747	NPS SUBSIDIARY Total			\$620.62
748	TAESE, USU	EIPA LAURIE HACKER	04 1200 330 1 004 000	\$175.00
749			04 1200 330 2 004 000	\$175.00
750	TAESE, USU Total			\$350.00
751	<b>Grand Total</b>			<b>\$977.12</b>

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754 **DEPRECIATION FUND**

755	APPLE INC	IPADS	06 2900 734 1 001 005	\$2,940.00
756	APPLE INC Total			\$2,940.00
757	KPE	CONSULTING SERVICES	06 2900 340 1 001 000	\$14,311.28
758			06 2900 340 2 001 000	\$14,311.28
759	KPE Total			\$28,622.56
760	RASMUSSEN MECHANICAL	HVAC RENOVATION	06 2900 340 2 001 001	\$111,595.00
761		WESTSIDE ELEMENTARY CONTROLS	06 2900 340 1 001 009	\$22,368.00
762	RASMUSSEN MECHANICAL Total			\$133,963.00
763	<b>Grand Total</b>			<b>\$165,525.56</b>

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766 **QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND**

767	JEO CONSULTING GROUP, INC	2020 PARKING LOT IMPROVEMENTS	09 2515 340 1 001 000	\$2,471.25
768			09 2515 340 2 001 000	\$2,471.25
769	JEO CONSULTING GROUP, INC Total			\$4,942.50
770	KPE	CHILLER REPLACEMENT	09 2515 340 2 001 001	\$2,067.50
771		HVAC RENOVATION	09 2515 340 1 001 000	\$636.25
772			09 2515 340 2 001 000	\$636.25
773	KPE Total			\$3,340.00
774	PLATTE VALLEY PRECAST INC	PARKING LOT IMPROVEMENTS	09 2515 340 2 001 000	\$154,955.36
775	PLATTE VALLEY PRECAST INC Total			\$154,955.36

776	RASMUSSEN MECHANICAL	JEFFERSON HVAC RENOVATION	09 2515 340 1 001 004	\$230,694.30
777		JH HVAC RENOVATION	09 2515 340 2 001 002	\$97,660.80
778	RASMUSSEN MECHANICAL Total			\$328,355.10
779	<b>Grand Total</b>			<b>\$491,592.96</b>
780				
781				
782	<b><u>STUDENT FEE FUND</u></b>			
783	NORFOLK SENIOR HIGH SCHOOL	FIX ACCOUNT CLEANUP	17 2190 610 2 517 001	\$5,796.85
784			17 2190 610 2 556 001	\$3,197.95
785			17 2190 610 2 560 001	\$715.25
786			17 2190 610 2 972 001	\$928.34
787	NORFOLK SENIOR HIGH SCHOOL Total			\$10,638.39
788	SGW STRINGED INSTRUMENT	SUMMER REPAIRS 2020	17 2190 340 1 028 014	\$2,150.00
789	SGW STRINGED INSTRUMENT Total			\$2,150.00
790	<b>Grand Total</b>			<b>\$12,788.39</b>

InstructionGrading

The district uses grades for the purposes of providing:

1. Teachers with documentation of student academic performance,
2. Students with feedback about what and how well they have learned,
3. Counselors and post-secondary institutions with information to guide student class selections and career choices, and
4. Parents with grade reports that indicate student progress toward learning targets and content standards.

Learning targets and content standards are consistent across schools, grade-level classrooms, and courses in the district. Grades are not used to reflect student behaviors or as punishment.

Grades are assigned by teachers using a standardized (district-wide) percentage range and letter grade scale and are determined using the NPS proficiency target/GPA conversion scale as appropriate. Administrative rule grading practice guidelines, developed and implemented by the Superintendent or designee, are based on educational research and explain how grades quantify, detail, and document academic achievement of each student.

Date of Adoption:

InstructionClassroom Environment

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

Date of Adoption: [Insert Date]

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of ~~a~~ **the mission ~~or~~ and vision statements.**
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student ~~performance~~ **academic achievement.**
- D. Development and implementation of ~~a~~ **an improvement** plan which includes procedures, strategies, or actions to achieve goals, **and an aligned professional development plan.**
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the **school system's improvement plan and the** written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference: NDE Rule 10.5.02; 10.9 and 10.10

Date of Adoption: October 14, 2013  
Date of Revision: December 11, 2017  
Date of Reaffirmation: October 8, 2018

StudentsSafe Pupil Transportation Plan**Norfolk Public Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to for students being transported in pupil transportation vehicles.

1. **Weapons.** Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. **Contact** ~~Radio transportation~~ dispatch and notify them of the situation **if possible**. If not possible, the driver will make every attempt to ~~telephone dispatch~~ **contact dispatch** from a ~~cellular telephone~~ (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
  - B. Pull vehicle over to safe and secure area.
  - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
  - D. Give description of weapon and participating parties to dispatch.
  - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior.** Students are expected to follow student conduct rules while in a ~~pupil transportation~~ vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's **violates Board policy regarding student conduct standards or otherwise engages in** behavior jeopardizes safety, the driver will make every attempt to:
    - A. First seek to resolve incident through discussion with the student(s) involved.
    - B. **Contact** ~~Radio transportation~~ dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a ~~cellular telephone~~ or from the nearest safe haven location.
    - C. Activate emergency flashers.
    - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
    - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form, **if available**.

3. **Terrorist threats.** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
- A. **Contact** ~~Radio transportation~~ dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
  - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  - D. Driver should wait for instructions from dispatch *if possible*.
4. **Severe weather.** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. **Contact** ~~Radio transportation~~ dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
  - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
  - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
  - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials.** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. **Contact** ~~Radio transportation~~ dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Pull vehicle over to safe and secure area.
  - C. Give description of hazardous materials in question to dispatch.
  - D. Dispatch will immediately notify appropriate law enforcement and school administration.
  - E. Driver should wait for instructions from dispatch *if possible*.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if

tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. **Medical emergencies.** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
  - A. **Contact** ~~Radio transportation~~ dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - B. Dispatch will immediately notify appropriate medical agencies and school administration.
  - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
  - D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
  - E. Driver should try to keep student passengers as calm as possible.
  
7. **Procedures in the event of mechanical breakdowns of the vehicle.** Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:
  - A. Pull vehicle over to safe and secure area *if possible*
  - B. **Contact** ~~Radio transportation~~ dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
  - D. Driver should try to keep student passengers as calm as possible.
  - E. Dispatch will arrange for assistance and a relief vehicle *if needed*.
  
8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:
  - A. Contact or otherwise communicate with dispatch to notify them of the situation *if possible*.
  - B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
  - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.
  
89. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any

pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

- 910. Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. **Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District.** Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
- 1011. Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.
- 12. Vehicle drivers of small vehicles on activity trips.** The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.
- 13. Student Instruction.** At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.
- 14. Driver Capacity.** To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a drivers' ability to conduct the daily tasks and emergency evacuations prior to transporting students.

Legal Reference: Neb. Rev. Stat. Sec. §§ 79-318, 79-602, 79-607 and 79-608  
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: May 12, 2014  
Date of Revision: September 14, 2015  
Date of Reaffirmation: May 14, 2018

InstructionCeremonies, Observances, and the Pledge of Allegiance

Appropriate patriotic exercises may be held for suitable to the following: Veterans' Day, occasion shall be held under the direction of the Superintendent or designee on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Presidents' Day, Flag Constitution Day, Memorial Day, Veteran's Day and State Fire Day (the Friday before the Fire Recognition Thanksgiving Day, which is or on the second Saturday in May). An educational program on the United States Constitution shall be held on September 17 every year, or in the day or week preceding or following week if September 17 falls on a weekend or a such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Legal Reference: Neb. Rev. Stat. § Sections 79-705; § 79-707 and, 79-708; 79-724; and NDE Rule 10

70 Federal Register 55507 (Constitution Day)

Date of Adoption: June 9, 2014  
Date of Reaffirmation: September 12, 2016

High School Handbook:

Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> 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; 5) **tasers**.

### **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.
- **Mace/pepper spray – students may carry a small travel size bottle of mace on their keychain if it is kept in their lockers through the day. Any use of mace/pepper spray other than self-defense purposes will result in disciplinary action.**

JH Handbook:

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> 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]; 2) bombs, razor blades, grenades, rockets,

explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) 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; 5) tasers.

#### MS Handbook:

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> 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]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) 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; 5) tasers.

#### Elementary Handbook:

*Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> 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]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) 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; 5) tasers.*

## **Classified Staff Handbook:**

### **Classroom Environment**

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers).



***2020-2021***  
***CERTIFIED EMPLOYEE***  
***HANDBOOK***  
***Updated: July 2020***

*Published by:*  
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*Norfolk Public Schools*  
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*Norfolk, Nebraska 68702-0139*  
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*FAX: (402) 644-2506*

## 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](mailto:erikwilson@npsne.org)).

**Employees and Others:** **Angie Baumann**, Director of Human Resources and Accreditation, 512 Philip Ave., Norfolk, NE 68701 (402)644-2500 ([angiebaumann@npsne.org](mailto:angiebaumann@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**  
**Certified Staff Handbook**  
**FOREWORD**

**Section 1      Intent of Handbook**

Welcome to Norfolk Public Schools! This handbook is intended to be used by certified 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 “certified employees” are intended to apply to all staff required by their position to hold a teaching or administrative certificate.

Each certified 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. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws 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 2 Information about Norfolk Public Schools**

Norfolk Public Schools serves approximately 4,400 students in pre-kindergarten through twelfth grade. All-day kindergarten is available in all seven elementary schools and (beginning with the 2019-2020 school year), Little Panthers Preschool will begin operations at its own building located at 2500 Norfolk Ave. Lincoln Elementary also offers a K-4 Montessori Program. 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 3 School Vision and Mission Statement**

The Vision of Norfolk Public Schools 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.

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 welcoming and inviting structure that is emotionally safe, nurturing, supportive, and disciplined;
  - respect, trust, integrity, and regard for self and others; and honors diversity;
  - Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behaviors.

**Section 4 Members of the Board of Education**

<b>Name</b>	<b>Contact Information</b>
Tammy Day	<a href="mailto:tammyday@npsne.org">tammyday@npsne.org</a>
Dr. Patti Gubbels (Vice President)	<a href="mailto:pattigubbels@npsne.org">pattigubbels@npsne.org</a>
Bruce Mitchell	<a href="mailto:brucemitchell@npsne.org">brucemitchell@npsne.org</a>
Arnie Robinson	<a href="mailto:arnierobinson@npsne.org">arnierobinson@npsne.org</a>
Robert Waite	<a href="mailto:bobwaite@npsne.org">bobwaite@npsne.org</a>
Sandy Wolfe (President)	<a href="mailto:sandywolfe@npsne.org">sandywolfe@npsne.org</a>

**Section 5 Administrative Staff**

<b>Name</b>	<b>Position</b>
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 Student 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 Irwin	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 6 Grant Coordinators/Facilitators**

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

**Section 7 Norfolk Public Schools Foundation**

<b>Name</b>	<b>Position</b>
Sarah Dittmer	Executive Director
Jenna Hatfield - Waite	President
Ann Feidler-Klein	Vice President
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
Connie Kube	Board Member
Mary Meyer	Board Member
Dave Merritt	Board Member
Jim Reedy	Board Member
Nate Stratton	Board Member
Troy Strom	Board Member
Bobbi Theisen	Board Member
Diane Tremain	Board Member
Lisa Walters	Board Member

- For other staff contacts, please visit the district website at [www.norfolkpublicschools.org](http://www.norfolkpublicschools.org)

## **Article 1 – SCHOOL CALENDAR AND SCHEDULES**

### **Section 1        School Calendar**

- The 2020-2021 School Calendar is attached as Appendix A.

### **Section 2        Daily Schedules**

- **Norfolk Senior High School:** Grades 9-12
- Students - 8:00 a.m. – 3:25 p.m.
  
- **Norfolk Junior High School:** Grades 7-8
- Students - 8:00 a.m. – 3:25 p.m.
  
- **Norfolk Middle School:** Grades 5-6
- Students - 8:00 a.m. – 3:20 p.m.
  
- **Norfolk Elementary Schools:** Grades K-4
- Students - 8:05 a.m. – 3:15 p.m.
  
- **All Teachers:** Grades K-12
  
- 7:45 a.m. - 3:45 p.m.

### **Section 3        Severe Weather and School Cancellations**

The Superintendent 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 various media broadcasts. 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. Parents should treat the 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 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, staff should implement the school's designated safety protocols.

#### **Section 4                    Employment and Contract Days**

#### **Policy 4110**

A teacher is employed by Norfolk Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

**On or after March 15<sup>th</sup>** of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on **March 15<sup>th</sup>** or such other date after March 15<sup>th</sup> as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance because failure to signify acceptance of employment by the designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the district. If a mid-year resignation is submitted, or a resignation for the following school year is submitted **after March 15<sup>th</sup>** or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The district will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

Teachers are contracted for 188 days (192 days for new teachers) (hereinafter referred to as the "contract year"). Such contract days shall be fulfilled by individual teachers on varying schedules as established by the Board of Education and administration.

#### **Release from Contract**

It is the intent of the Norfolk Public Schools Board of Education to assist an employee in his or her professional growth, professional advancement, and personal needs. To that end an employee under contract will be granted a release from his or her contract if the request is received on or before **March 15<sup>th</sup>**. Unless extreme extenuating circumstances apply, a request for release from contract received after **March 15<sup>th</sup>** will only be granted after a suitable replacement has been found. The board of education reserves its right to contact the Nebraska Professional Practices Commission for those certificated personnel who may breach their contract obligations. Legal Reference: Neb. Rev. Stat. ' 79-817 Neb. Rev. Stat. ' 79-818 Neb. Rev. Stat. ' 79-819 Neb. Rev. Stat. ' 79-829

**Section 5            Make-Up Days**

**Policy 4005**

Any teacher, including those living outside or within the School District, who is absent from school during the school year due to weather or road conditions may use a personal day. If no personal days are available, the staff member shall receive a deduction from their salary based on the number of days of service contained in the teacher's contract.

All teachers will be required to attend faculty meetings and other designated school events as well as attend pre-school and post-school workshops and reporting days as determined by the Superintendent. In the event the Norfolk Public Schools dismisses school more than two (2) school days for snow or other reasons related to inclement weather prior to **March 1st** the additional missed days (up to 2) will be made up by eliminating days from Spring Break. The Superintendent will make the announcement regarding Spring Break Make up Days **prior to March 1st**. If additional days of school are missed due to weather after this announcement they will not be made up unless it is necessary in order to meet NDE's Instructional Hours Requirement. If additional days are needed for this reason, parents and staff will be notified as soon as practicable.

**Section 6            Address Change**

It is necessary that an accurate directory of all employees of the school district be kept in the Central Office. Employees changing their address or phone number should report such changes to the payroll office at the Central Office as soon as possible IN WRITING (e-mail notification is appropriate).

**Article 2: Community Relations**

**Section 1            Visiting Schools**

**Policy 1010**

All visitors to any school building are required to report immediately to the office. All visitors must have a visitor badge. In addition, any individuals who may create a disruption to the educational program may be removed from school grounds.

Teachers are not to have personal visitors on school property, except on a short-term basis and only with permission of the building principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

**Section 2            Advertising and Promotion**

**Policy 1060**

Advertisements, promotions, soliciting, and fund drives conducted in the school buildings or on school grounds are sometimes inevitable, sometimes necessary, and sometimes important. Care shall be taken to consider the effects of such activities upon the student, parents, and the community. Exceptions to advertising and promotion can be located in school board policy. If approved, copies of all promotional materials to be distributed directly to students must be provided by the promoter in both English and Spanish.

**Section 3            Community Use of School Facilities**

**Policy 1100**

School facilities are primarily intended for the district's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the district and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and



It is the Board of Education's belief that all school employees are obliged to disseminate an encouraging impression of the school district, its programs, and students. All employees are obliged to use insight, serenity, and civility in their interactions with students, parents, and district patrons.

Involvement in community celebrations, patriotic observations, or other special events by student groups is suggested by the Board of Education. School officials are invited to collaborate with any group endorsing positive activities for the youth of our community. All community performances must be approved by the Superintendent or his/her designee.

## **Section 10      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 teacher 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; and
- H. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it 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. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- I. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher 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.
- 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 a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

## **Section 11      Parental Involvement**

### General - Parental/Community Involvement in Schools

The district's policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

- A. provide parents 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;
- B. make textbooks, completed tests, and other curriculum materials available for review by parents upon request;
- C. permit parents access to their child’s records according to law and school policy;
- D. encourage parents 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;
- E. assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
- F. permit parents to excuse their child from testing, classroom instruction, and other school experiences when possible and educationally appropriate;
- G. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by district policy or law, and allow parents to opt-out of such surveys in accordance with district policy and law; and
- H. encourage parents to express their concerns, share their ideas, and advocate for their child’s education.

**Section 12      Title I Parental Involvement**

**Policy 6410**

- A. The 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.
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. 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.
  - g. 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. Employees are expected to comply with the Title I Parental and Family Engagement policy.

### **Article 3: Administration**

#### **Section 1 Superintendent of Schools Policy 2100**

The Superintendent of Schools is the chief executive officer of the Norfolk Public Schools and shall have broad supervision of the school structure. The Superintendent also exercises those functions which are directed by statutes and those which are distinctively selected in the policies and regulations of the Norfolk Public Schools.

#### **Section 2 Principalship Policy 2200**

The principal is immediately accountable to the Superintendent for all functions of the supervision of the principal's designated school/schools, and for any universal school duty as assigned by the Superintendent. The principal, however, is the direct supervisor of the assigned school's professional and support staff members.

#### **Section 3 Associate Superintendent Policy 2221**

The director and/or Associate Superintendent shall provisionally presume the functions and responsibilities of the Superintendent in the occurrence that the Superintendent is unavailable.

#### **Section 4 Line of Authority Policy 2400**

All employees of the school district shall be under the universal guidance of the Superintendent, but shall be under the direct supervision of the building principal or designated supervisor.

#### **Section 5 Administrative Actions in Emergencies Policy 2410**

In the occurrence of a crisis or emergency, our first priority is protecting the wellbeing and safekeeping of students and staff. The Superintendent of Schools is in charge of governing and monitoring any emergency incident with the exclusion if the circumstance is limited to a specific building. In this situation, the building principal will take the lead with the Superintendent of Schools directing on crucial judgments.

#### **Section 6 Administrative Action in Absence of Policy Policy 2440**

In the instance a challenging judgment is not supported by an existing law, policy, or by regulations, the Superintendent or the Superintendent's designee is authorized to determine the resolution deemed best. Decisions made in the deficiency of a needed policy shall be conveyed to the board and the Superintendent shall propose a policy to deal with comparable issues.

#### **Section 7 Confidentiality of Protected Health Information**

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.



know exactly what we have in each building, department, and room so that we will know at all times whether we are adequately equipped; but also for insurance purposes. If we were to have a loss through fire, tornado, or some other catastrophe, we would need to prove what we have in the building. It is necessary, therefore, that each building principal make certain that the inventory sheets are up-to-date. If at all possible, staff should specify the type of furniture. For example, it would be helpful to know that desks in a certain room are American Seating, Heywood-Wakefield, Artcobell, or another make.

- B. The transfer of furniture and/or equipment from one building to another is allowed to take place only when the loaning principal and borrowing principal are aware of such a transfer. It is the responsibility of the borrowing principal, to be certain the loaning principal (and the district Maintenance Supervisor or his/her designee), is informed of the specific furniture and/or equipment borrowed, which building will house the material, and the duration of the transfer. Both principals will be asked to document the equipment transfer whenever such transfer occurs. The Maintenance Supervisor should also receive a copy of the information regarding the equipment transfer.
- C. The activity directors at the high school and junior high will check athletic inventories with each coach before the coach will be permitted to check out in the spring.
- D. Principals will thoroughly check room and teachers' inventories before approving "checkout" sheets.

**Section 7            Monies in School Buildings**

**Policy 3200**

All monies collected shall be immediately receipted and accounted for and directed without delay to the proper location of deposit. Monies collected shall be managed in a good and prudent business manner.

**Section 8            Video Surveillance**

**Policy 3231**

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. 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 student or other 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 student or other building user and may also be provided to law enforcement agencies.

**Section 9            Risk Management and Safety Committee**

**Policy 3240**

The district has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The plan may be obtained for review or copy from the principal or the Superintendent. Staff may also be required to complete various safety trainings (in person or online) as directed by administration.

The district also has a safety committee to address employee accidents, injuries, and work place conditions. Representatives who serve on the committee are appointed by the administration. Teachers can make suggestions and/or report concerns to the safety committee by contacting members of the safety committee or their building principal.

Safety Practices

Guidelines for safe work practices which teachers should follow 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 in accordance with district procedures.
- I. Wear seatbelts when in vehicles where provided.
- J. Do not do repetitive tasks for long periods of time (i.e., keyboarding, 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 documented and reported immediately to the principal.

As required by law, approved safety glasses will be required of every student and teacher 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.

#### Accidents

Every accident which results in a personal injury must be reported to the principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

#### Workers Compensation

Teachers 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.

### **Section 10      Trespassers**

**Policy 3250**

Restrictions on the use of school buildings and grounds may be utilized by administrative action. Building administrators and their designees have the authorization to employ and impose boundaries on access. Such measures will be in accordance with constitutional and other legal rights.

### **Section 11      Safe Driving Record Standards for Drivers**

**Policy 3410**

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 completion of the district driving class.

Employees who drive school vehicles are responsible for following safe driving practices. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education (**NDE Rule 91**) 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 cell phones 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.

School staff supervising activity trips are ultimately responsible for the active supervision of the students under their care. To help ensure that a staff member's main focus remains on the students assigned to their care, school staff may not bring family members or friends (not associated with the activity) with them on school vehicles. Staff or

volunteers that will be supervising students on school sponsored activities must also pass a district approved background check.

**Section 12      Transportation**

**Policy 3520**

Norfolk Public Schools does not offer free transportation to and from school aside from conditions where administration establishes it suitable for students who would otherwise be allowed by law to a transportation stipend. Transportation will be provided for school activities and field trips as determined by administration.

**Section 13      Rebates to School Personnel**

**Policy 3550**

School employees and board members shall not receive anything of value (commission, paid trips) from individuals or companies from which the school district purchases equipment or materials in the operation of the school district.

**Section 14      Asbestos**

You are hereby notified that current federal regulations require all schools to inventory asbestos-containing material and to develop a management plan to identify and control asbestos in their buildings. Norfolk Public Schools adheres to all current regulations concerning asbestos management in district facilities. For more information on the Asbestos Management Plan, contact the Associate Superintendent for Business Services, 512 Philip Avenue, Norfolk, Nebraska 68701, at (402) 644-2500.

**Section 15      Security of Desks and Lockers**

Offices, teacher desks, lockers, file cabinets and other such storage devices 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 records.

The school 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 a teacher 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 teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

**Section 16      Care of School Property**

Teachers 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 as soon as possible. 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 17      Use of Phones**

Beginning with the 2019-2020 school year, the vast majority of classrooms now have phone systems in them for safety purposes. Personal telephone calls should not be made during duty time (teaching, active supervision of students) except in the event of an emergency. Staff need to promptly log long distance calls in accordance with building procedures and be responsible for any charges which are for personal use.

**Section 18 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.
- B. New organizations requiring payment of dues, fees, or assessments may not be organized without permission of the building principal and/or the Superintendent.
- C. Certain monies collected by Middle School instructors, Junior High instructors or Senior High instructors shall be immediately checked in to designated support staff using district approved procedures to ensure proper accountability of funds.
- D. 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 offices, teacher's desks, or file cabinets, etc. overnight. During the day such funds should be kept under lock and key until the funds can be securely transferred to the office for deposit.

**Article 5: Personnel**

**Section 1 Recruitment and Selection**

**Policy 4001**

Norfolk Public Schools will recruit and endorse for employment the best skilled staff. When vacancies exist, the administration may ponder reassignment of existing staff or implore applicants by advertising. Preferred applicants must suit the requirements set by the Board of Education and laws of the State of Nebraska. Rehiring of a former employee is conditional upon the former employee having an affirmative performance profile with the district and the employee meeting all NDE requirements for reemployment.

**Section 2 Equal Opportunity Employment**

**Policy 4002**

It is the charge of Norfolk Public Schools to employ the best skilled candidate for each vacancy without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no prejudice by school personnel against any employee because of membership in an employee organization or because of protected free speech activities.

**Section 3 Anti-discrimination, Anti-harassment and Anti-retaliation,  
Notice of Nondiscrimination**

**Policy 4003**

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. If a satisfactory arrangement cannot be obtained through the Superintendent, 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.

#### **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:** Angie Baumann, Director of Human Resources and Accreditation, 512 Philip Ave., 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](mailto:ocr.kansascity@ed.gov).

**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	Director of Student 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 Programs
Safe and Drug Free Schools and Communities	Safe and drug free schools	Associate Superintendent of Business Services

**Grievance Procedure for Persons with a Disability**

**Policy 1240**

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 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 thirty (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 ten (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 ten (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 ten (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 thirty (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.

Legal Reference:	Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq. Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.; Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq. Section 504 of the Rehabilitation Act of 1973 (Section 504) Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k) Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq. Neb. Rev. Stat. § 79-2,115, et seq
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**Section 4            Duty Hours of Employees**

**Policy 4004**

**Hours of Work & Meetings**

Regular, dependable on site attendance at work is an essential function of a teacher’s employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have different start and end times for the student day. Certificated employees assigned to a building will usually spend at least eight hours on site, excluding that duty-free lunch time (30 minutes) which can be spent off-site. The principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the hour requirements. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom, before or after school or hall supervision, etc. duty as designated by the principal. The principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

### **Arrival to Duty Assignments**

Full-time teachers designated on-site work day is 7:45 a.m. to 3:45 p.m. Elementary school teachers are to be in the building and in their classroom no later than 7:45 a.m. and remain on duty until 3:45 p.m. Secondary teachers are to be in the building and in their classroom no later than 7:45 a.m., and remain on duty until 3:45 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins. During the school day, teachers are to be in their assigned classroom before each period begins to assure that students are not unsupervised within the classroom. Because certificated staff are contracted by days and not hours, there may be times where staff will stay later than the normal duty hours listed above.

## **Section 5            Absence of Employees**

**Policy 4005**

### **Absent - Need For Substitute**

Instructors who are ill and unable to report for duty should notify the substitute procurement system (Absence Management / Frontline) and the principal at the earliest possible time, preferably between 6:00-6:30 a.m. Substitutes must be selected from the approved list of substitutes provided by the HR office. *Teachers are not to make their own arrangements for a sub without using approved building protocols.*

Employees apply for leave in order to carry out obligations (jury/counseling) in which they will be compensated are obligated to dispatch to the district either the compensation garnered beyond operating expense or their district wages for time missed. Absence or suspension of any employee shall result in loss of pay for the period excluding as otherwise provided by policy or law.

Weather Related Absence – Any teacher, living outside or within the school district, who is absent from school due to weather or road conditions may use a personal day. If no personal days are available, staff shall receive a deduction from their salary.

## **Section 6            Absence from Building**

**Policy 4006**

Employees may not be absent from assignments during duty hours unless granted authorization from their immediate supervisor or the Superintendent. An employee may be released from the building for one class period with authorization of immediate supervisor or the Superintendent for affairs of personal business which cannot be fulfilled after school hours.

## **Section 7            Returning from Absences**

- A. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

- B. *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.

**Section 8            Family and Medical Leave Act**  
**Employee Rights and Responsibilities under the Family and Medical Leave Act**

**Policy 4007**

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:

- A. For incapacity due to pregnancy, prenatal medical care or child birth;
- B. To care for your child after birth, or placement for adoption or foster care;
- C. To care for an immediate family member who has a serious health condition (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); or
- D. 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 criteria. Qualifying criteria 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.

A teacher'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. A teacher 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 a teacher 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 regimen 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. A teacher 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 teacher 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 teacher 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 teacher must comply with the district's normal paid leave policies.

Employee Responsibilities. The teacher 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 teacher is unable to perform 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 teacher also must inform the district if the requested leave is for a reason for which FMLA leave was previously taken or certified. The teacher 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:

- A. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- B. 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 posters on employee bulletin boards 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](http://www.wagehour.dol.gov)

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

*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)*

**Section 9 Adoption Leave**

**Policy 4008**

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as a teacher is permitted to take a leave of absence upon the birth of the teacher'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 teacher for purposes of adoption. The teacher 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 teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent or their designee as early as possible.

*Legal Reference: § 48-234*

**Section 10 Drug and Substance Use and Abuse**

**Policy 4009**

**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 work place. 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 teachers 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 a teacher in the work place 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, teachers are expected to serve as role models for students and will be considered to have violated the district's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the district's drug-free workplace policies and notify the Superintendent 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 teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

**Smoke and Tobacco-Free Workplace**

The use of tobacco products 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.



lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage. Teachers will be responsible for the costs incurred to replace keys. Teachers leaving the district are expected to turn in all keys upon their last day of employment.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. 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, should not be removed for non-school use without approval from the administration.

## **Section 18**

### **American Civics**

### **Policy 8153**

LB 399 is applicable to all schools in Nebraska, public and private, beginning with the 2019-20 school year. Excerpts from the policy are listed below. For more specific information on this policy, please refer to the district website under the Board of Education "Policies" tab.

#### **Curriculum**

- LB 399 requires that all social studies courses approved for grade levels as noted below must include and adequately stress contributions of all ethnic groups:
- to the development and growth of America into a great nation,
- to art, music, education, medicine, literature, science, politics, and government, and
- to the war services in all wars of this nation.

All grades of all public and private schools, below the 6th grade, must devote at least one hour per week to exercises or teaching periods for the following purpose:

- The discussion of stories having to do with American history or the deeds and exploits of American heroes;
- The historical background, memorization, and singing of patriotic songs such as the Star-Spangled Banner and America the Beautiful;
- The development of respect for the American flag as a symbol of freedom and the sacrifices of those who secured that freedom; and
- Instruction as to proper conduct in the presentation of the American flag.

Appropriate patriotic exercises suitable to the occasion must be held under the direction of the Superintendent in every public and private school on:

- George Washington's birthday,
- Abraham Lincoln's birthday,
- Dr. Martin Luther King, Jr.'s birthday,
- Native American Heritage Day,
- Constitution Day,
- Memorial Day,
- Veterans Day, and
- Thanksgiving Day.
- ...or on the day or week preceding or following such holiday, if the school is in session.

## **Section 19      Activity Passes**

### **Policy 4017**

Current employees, Board of Education and Foundation Board members along with Booster Steering Committee members of Norfolk Public are eligible for a free activity pass. Those employees listed above may also work three

activities (or accumulate a designated number of hours for longer activities) to earn an activity pass for their spouse. Additional information about activity passes is available through the Norfolk Senior High School Activities office.

**Section 20 Military and Family Military Leave**

**Policy 4022**

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent or his/her designee as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent or his/her designee 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 supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent or his/her designee of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the board policy pertaining to FMLA 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)*

**Section 21 Notification of Arrest, Criminal Charges, and Certificate,  
License or Child Abuse Complaints**

**Policy 4025**

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

Notification of Arrest, etc.

Employees must notify the Superintendent 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 Norfolk Public Schools;
    - b. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
    - c. Would impact the employee's Commercial Driver's License (CDL) 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 property of Norfolk Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
- 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. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and

Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct 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 adoption of this policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

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.

### 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 Norfolk Public Schools. 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 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.

### Complaints or Concerns of Employees

Employees are to inform Norfolk Public Schools of any complaints or concerns about the operations of Norfolk Public Schools 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 Norfolk Public Schools and a duty of all of the district's employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (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 employee official communications must be accurate, demonstrate sound judgment, and promote Norfolk Public Schools' mission. Employees must ensure that all applicable laws and regulations are followed by Norfolk Public Schools 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 Norfolk Public Schools.

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.

Norfolk Public Schools 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 administrator or appropriate coordinator if the employee feels that they have experienced unlawful retaliation in any form.

## **Section 22 Professional Boundaries between Employees and Students**

## **Policy 4025**

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers 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.

**Section 23      Appropriate Dress**

**Policy 4028**

It is important for teachers 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. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. 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 members are encouraged to show their school spirit by wearing a Panther polo on those days. Neat, clean jeans may be allowed by your building principal on Spirit Days if they are accompanied by a Panther polo. The administration may establish more detailed guidelines for individual employees should that be necessary.

**Section 24      Assignment of Duties**

**Policy 4130**

The professional duties to be performed by a teacher with the district shall be subject to assignment by the Superintendent of the district with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

A certified staff member who wants to transfer to another posted opening within the district must send a letter to the Director of Human Resources and Accreditation indicating their current assignment and requesting a transfer to the posted position. Administrators must submit a Certified Employment Offer Form to the Human Resources office to record all changes in employment status. Please note: Submitting a request for transfer does not mean the transfer is automatically approved.

The district reserves the right to transfer employees to other positions as deemed necessary to best meet the overall needs of the school district.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the district, which shall be upon such terms and conditions

and at such additional rate of compensation as the teacher and the district may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall education program of the school district. As such a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra-duty assignment is a part of the evaluation of the teacher's overall performance to the district.

**Section 25 Agents/Tutors**

**Policy 4131**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the district) are subject to the following rules:

- A. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
- B. The teacher is not to provide private tutoring in a school building.
- C. The teacher is not to provide private tutoring during duty time.
- D. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

**Section 26 Professional Growth**

**Policy 4140**

Professional growth is defined as those activities in which certificated personnel may participate to gain insight, innovative ideas, and practical knowledge in their field of teaching which may be utilized in the classroom. Professional growth for Norfolk Public Schools certificated personnel shall be measured and documented in accordance with district procedures. Credit for professional growth may be accumulated through college work, educational travel, in-service activities, and other approved activities, exceptional in kind and of value to the Norfolk Public Schools. *Failure to meet the Professional Growth requirements may result in nonrenewal of the teaching contract.* More information about the Professional Growth process is located on the district website under the "Human Resources" tab.

**Section 27 Evaluation of Teachers**

**Policy 4150**

Evaluations of teachers will be conducted in accordance with the district's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected 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 administrator who shall cooperatively examine the results of the warning. More information about the evaluation process is located on the district website under the "Human Resources" tab.

**Section 28 Reduction in Force**

**Policy 4160**

A Reduction in Force (RIF) shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated employees even if the number or percentage of employment of the certificated staff overall may be increased by other hiring or increases in the percentage of employment of other employees. Reduction in Force may result in termination of employment, an amendment to the employee's contract reducing the employee from full-time to part-time status or an amendment to the contract of a part-time employee further reducing that employee's percentage of employment. The district will follow the requirements of board policy and state law regulations with regards to Reduction in Force.

**Section 29 Leave of Absence**

**Policy 4170**

After a minimum of three (3) years of employment in Norfolk Public Schools, a teacher may apply for a one-year leave of absence pending approval from the Superintendent.

### **Section 30 Standards of Ethical and Professional Performance**

**Policy 4190**

The Norfolk Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the district.

#### **Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

#### **Principle I - Commitment as a Professional Educator:**

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- 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, religion, disability, age, sex, or other protected category.
- 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 professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional 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 have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

#### **Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator 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 educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. 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 educator bears particular 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 educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator'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 professional judgment.
- 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 his or her professional position.

### **Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.

- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

#### **Principle V - Commitment to Professional Employment Practices:**

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

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional 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 professional 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 educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

#### **Section 31      Outside Employment**

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

#### **Section 32      Address Change**

It is necessary that an accurate directory of all employees of the school district be kept in the Central Office. Employees changing their address or phone number should report such changes to the payroll office at the Central Office as soon as possible IN WRITING (e-mail notification is appropriate).

#### **Section 33      Grievances and Complaints**

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

#### **Section 34      Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the district and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 18th of the month, or the last preceding school day, if the 18th falls on a holiday or week-end. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with an official transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before **September 1<sup>st</sup>** of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

General administrative guidelines to follow to advance on the salary schedule:

- A. All courses used for salary schedule movement must receive pre-approval from the Superintendent's office.
- B. Pre-approval must be obtained at least ten days in advance of the beginning date of the course. Failure to obtain pre-approval may result in using the class for the purposes of advancement on the salary schedule being denied.
- C. Pre-approval of the course may be obtained by completing a "Course Approval" form or having a signed and dated Master's Degree Program on file in the Superintendent's office
- D. Salary schedule advancement and professional growth are two separate and distinct items. Advancement on the salary schedule does not automatically happen when transcripts are provided for professional growth points.
- E. The Superintendent's office is responsible for granting approval for coursework to count towards salary schedule movement and the Professional Growth Secretary at Central Office is responsible for maintaining records for professional growth.
- F. Official college transcripts, not grade cards, shall serve as the method of proof for granting salary schedule movement.
- G. Transcripts are due to the superintendent's office by **September 1<sup>st</sup>** of each year for salary schedule movement to be allowed.
- H. Grade cards will be accepted as proof of course completion for professional growth purposes.
- I. All courses to be used for advancement on the salary schedule shall be graduate level courses.
- J. Certain exceptions to coursework for advancement on the salary schedule being graduate level exist. The secretary to the Superintendent is able to provide further details.
- K. A Human Relations course is required for certificate renewal and may be used for advancement on the salary schedule or professional growth. The pre-approval process shall be adhered to when this course is taken.

It is the intention of the district to be understanding and fair in the application of the course approval program. Each staff member will be dealt with consistently and in a timely manner.

### **Section 35      Extended Duty Pay**

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at 100% of schedule placement on a per diem basis for such teacher's extended time.

### **Section 36      Benefits**

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by third Friday in August of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the payroll office in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A." The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

**Please note:** If staff are not participating in the district health insurance plan, they must provide proof of coverage in accordance with state and federal guidelines.

District health insurance premiums are pretax and plan adjustments can only be made (add coverage, etc.) during open enrollments periods and life changing events (divorce, loss of other coverage, birth of a child, death of a spouse, marriage, adoption, etc.) in alignment with IRS regulations. For more information about insurance coverage requirements, please contact the payroll office at (402) 644-2500.

### **Section 37      Payroll Deductions**

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with current laws and the negotiated agreement.

### **Section 38      Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers 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 appropriate 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.

Materials necessary for instruction are provided by the district. If teachers need additional materials for instruction or school-related purposes, the request should be made to the principal.

Reimbursement for purchase of materials or for meals or other expenses related to 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 39      403(b) Salary Reduction Agreements**

The district will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the district and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the district holding the district harmless from any liability that may arise out of such

403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

#### **Section 40 Overtime**

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a “salary basis.” Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix “A” to this handbook.

The district’s policy is to not permit improper deductions from the salary of exempt employees who are required to meet a “salaried basis” test for the exemption to be applicable. (Teaching professionals are not subject to the “salaried basis” test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent’s designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The district’s policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a “salaried basis” test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

The Superintendent or Superintendent’s designee may suspend a teacher with or without pay for the teacher’s violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

#### **Section 41 Paid Leave**

##### Paid Leaves:

- A. *Paid Leaves Available.* Norfolk Public Schools makes the following forms of paid leaves available to certificated employees: **Sick Leave, Bereavement Leave and Personal Leave.**
- B. *Nature of Paid Leave.* Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the district; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
- C. *Leave Year.* The leave year for paid leaves is the district’s fiscal year.
- D. *Leave Days.* Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.
- E. *Carry-over and Accumulation.* Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 75 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 75, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 75 days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2016-2017 school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 75, and then

only to the extent necessary to restore the total number of available sick leave days to the maximum of 75 days in a leave year.

**Section 42 Payroll Deductions for Absences in Excess of Paid Leave**

Should a teacher be absent from work in excess of the teacher’s accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher’s salary 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 contract days for the school years as the denominator; e.g. one day missed = 1/188<sup>th</sup> of total salary.

**Section 43 Unpaid Leaves**

Norfolk Public Schools complies with laws that require leaves to be allowed without loss of pay, 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. The employee’s salary may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence

An employee may apply to the board for a leave of absence from duties. The board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

**Section 44 Jury Duty Leave**

A teacher who is summoned for jury service must promptly notify the Building Principal. The teacher will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the teacher for time spent in jury service. The District may, at its discretion, reduce the teacher’s salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If a teacher 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 Building Principal.

*Legal Reference: § 25-1640*

**Section 45 Subpoena to Testify Leave**

A teacher must promptly notify the Building Principal when the teacher 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 teacher 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 teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

**Section 46 Long Term Leave Communication**

Norfolk Public Schools encourages our staff in long term leave (maternity, medical, disability, etc.) situations to regularly (at least weekly or biweekly) communicate with their building administrators, payroll, and the assigned substitute (if there is one) about their progress and "intent to return" status. This communication provides important insight into how things are going, allows opportunities for questions, proactively anticipates conflicts in schedules, and minimizes miscommunication (especially if there is a change with the start or end date of the leave).

**Section 47      Crisis 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. Guidelines for the purpose and utilization of the Crisis Response Team is made available to staff at the beginning of each school year by CRT members.

**Section 48      State Tournament Guidelines: Grades 7-12**

- A. Coaches in grades 9-12 are able to go to the state tournaments in the sports they are coaching each year.
- B. Seventh and eighth grade coaches will be allowed to go to the state tournament for the sports in which they are coaching on an every-other-year basis.
- C. Head varsity coaches may take up to two days of professional leave, assistant high school coaches may take up to one day of professional leave every year and 7<sup>th</sup> and 8<sup>th</sup> grade coaches (Head or Assistant) will get one day of professional leave every other year on a rotating basis.
- D. Coaches will have subs and be provided a car – no other expenses will be covered by the district.
- E. Coaches are expected to attend all Class A games, including the finals. This time should be used to evaluate teams and philosophies of other successful programs in the state.
- F. Coaches are encouraged to network with coaches from other schools.
- G. Building administrators have the final say on teachers leaving.

**Article 6: Students**

**Section 1      Assignment of Students**

**Policy 5003**

Academic placement decisions involving students are the responsibility of the administration. Decisions on grade and teacher placement will be based on what best fits the needs of the students and school district.

**Section 2      Student Attendance**

**Policy 5008**

**Absences, Truancies, and Tardies:**

- A. All questionable student absences should be carefully checked by the respective building principal or assistant principal.
- B. Students should be excused from school without penalty to take part in presenting programs for church groups, luncheon clubs, or any community, civic or patriotic organizations, or to keep an appointment with a doctor or a dentist. Parents should be aware of (and notified of) these absences in advance. If the student is called out of school so often that his/her school work is suffering, teachers should recommend to the parent that the child be kept in school.

**Section 3      Student Discipline**

**Policy 5101**

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at

the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

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

- A. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
- B. It is important to document student behavior in your classroom; calls to parents, referrals, and/or communications with a student.
- C. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the principal about possible alternatives in discipline procedures. Be attentive and immediately respond to "bullying."
- D. If a student continues to cause problems, inform the administration for disciplinary action using approved procedures. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
- E. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
- F. Refer students with continued and significant behavioral problems to designated teams for a determination of whether the student is in need of special services. Contact the counselor or building principal if you have additional questions as to the procedure.
- G. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
- H. Read and understand the student handbook and the student Code of Conduct.
- I. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. **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.
- J. 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 principal so this law may be followed.

#### **Section 4            Promotion and Retention**

**Policy 5201**

A student may be retained at a grade level or be required to repeat a course when such is determined in the judgment of the principal in collaboration with teachers, parents, and counselor.

#### **Section 5            Student Records**

**Policy 5202**

School staff shall maintain student records, student files and other educational reports. These shall not be circulated or disclosed except in conformity with state and federal law.

#### **Section 6            Search and Seizures**

**Policy 5406**

Norfolk Public Schools will comply with all applicable state and federal laws related to record maintenance and retention. School officials may conduct a search if there is reasonable basis to believe that the search will uncover evidence of a crime or rule violation. Random searches of school property used by students may be conducted at the discretion of the administration in accordance with district procedures.

**Section 7            Vandalism**

**Policy 5407**

Students and parents shall be held responsible for damages to equipment or school property.

**Section 8            Requests to Contact Students and Student Interviews  
                          by Non-School Personnel**

**Policy 5413**

Norfolk Public Schools' employees are not to obstruct government operations or fail to aid a peace officer. However, law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so.

**Section 9            Supervision of Students**

Proper supervision of students is a necessity for teachers and other adults responsible for students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

**A. Proper Supervision:**

1. Report to all duty assignments on time.
2. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
3. Be vigilant while supervising students. Never leave the classroom unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that a teacher leave the classroom, request that another nearby staff member cover the class, or notify the office so someone can provide assistance. If the teacher is on recess duty, the teacher's responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the teacher's primary duty is supervision. This means that the teacher is aware of what all students are doing in their assigned area of supervision.
4. If the teacher has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the 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).
5. Be careful with touching students. **Use of corporal punishment is prohibited at Norfolk Public Schools.** Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
6. Be careful with your language. Profanity or abusive language should not be used. Teachers must be good role models for students. If a student uses such language, the teacher should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

**B. Proper Instructions:**

1. 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.
2. 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.

3. When going over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
4. Review playground and classroom safety rules with students at least once each semester and note it in your written records. Also, if any students are absent when reviewing the rules, the teacher will contact the student(s) to review the same information and also note that contact in written records.

C. Proper Maintenance of Buildings, Grounds, and Equipment:

1. Conduct periodic inspections of equipment under your control or in your area of supervision.
2. 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 principal so those repairs may be undertaken.
3. Check communication devices (whether it be a school phone, a walkie-talkie, intercom, e-mail, or a cell phone) periodically to make sure teachers can communicate with the office immediately in the event of an emergency.

D. Proper Warnings:

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

Contact the Office for Assistance:

The Principal 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 Principal 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. presence of an intruder (a non-student or staff member who refuses to go to the office)

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 make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

**Section 10      Dispensing Medication**

**Policy 6910**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. 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 office. 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 Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition, 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 or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. School district personnel will not 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. Any questions about these rules are to be addressed with the Principal

**Section 11 Homeless Students**

**Policy 5418**

The **Every Student Succeeds Act** 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. The Superintendent or Director of Student Services should be contacted for questions relating to a homeless student.

**Section 12 Reporting Child Abuse**

**Policy 5402**

Nebraska state law and District 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 the teacher has 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.

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make the report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law 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 interview the child during the school day and prior to an evening

or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you with any questions or concerns you may have.

### **Section 13 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. Further information about FERPA and the district's policies under FERPA are found in board policy and in the student handbook.

### **Section 14 Disclosure of Student Information to Military Recruiters and Colleges**

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 15 Student Privacy Protection**

The **Every Student Succeeds Act** (ESSA) 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 **ESSA** and related board policy, as follows:

- A. 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;
- B. 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 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).
- C. Instructional materials—permit parents 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.
- D. The district policy is to not collect, disclose, or use personal information collected from students for the purpose of marketing or selling that information.

### **Section 16 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



instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

B. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

1. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
  - a. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
  - b. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.
2. Teaching for Success on Assessments.
  - a. It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.
  - b. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
  - c. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.
3. Conditions for Successful Assessments.
  - a. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
  - b. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or



Norfolk Public Schools incorporates multicultural education in all curriculum areas in all grades. It is believed that through the multicultural education program students will improve an understanding of (and sensitivity to) diverse cultures and races.

**Section 10 Free and Reduced Price Meals**

**Policy 6500**

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 11 Computer – Internet Safety and Acceptable Use Policy**

**Policy 6800**

Teachers have access to the district's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

- A. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
- B. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
- C. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the district's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
- D. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
- E. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- F. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
- G. Teachers will not attempt to login to the system as a system administrator.
- H. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
- I. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, or other materials that are provided by the district.
- J. Teachers will not use the network for financial gain or for any commercial or illegal activity.
- K. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
- L. The district will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the district's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the district for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
- M. The Internet will be supplied for your use on an "as is, as available" basis. The district does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.

- N. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- O. The district reserves the right to refuse posting of files, and to remove files.
- P. The district further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the district's computers or Internet system.
- Q. The computer system is not a public forum. It is provided for the limited purpose of advancing the district's mission.
- R. A technology protection measure is in place that blocks and/or filters Internet 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. 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 a building 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.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

## **Section 12      Lesson Plans**

Teachers will prepare written lesson plans. These plans must be consistently communicated to building principals according to building expectations. The lesson plans should be specific, up to date and contain information about curriculum, assessment, classroom procedures, emergency plans, and current student needs. The lesson plans must be accessible to others in the teacher's absence. If a physical plan book is kept, please keep the plan book, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plan book should be kept in a place in which the plan book will be readily available in the teacher's absence. If the lesson plans are digital, the teacher must give the building principal access to these materials.

The lesson plans must be sufficiently clear in establishing instructional objectives, curricular learning targets, and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

## **Section 13      Classroom and School Procedures**

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

- A. Bulletin Boards  
Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards should be changed as needed to ensure current and relevant information is available.
- B. Text Book and Room Inventory  
All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the

condition of the textbook on the inventory sheet and keep this sheet for future reference. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

C. Use of Cell Phones

1. Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.
2. Teachers are not to use wireless devices or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.
3. Teachers 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 will be utilized by all occupants. Cell phones will not be used while the vehicle is in motion.

D. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. *Teachers ultimately bear responsibility of the actions that occur in their classroom.* Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the paraprofessional to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

E. Use of Student Aides

Student aides are to be directly supervised by the teacher or office staff and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys should **NEVER** be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

F. Checking Out of Equipment

All equipment must be checked out through the Building Principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another district employee.

G. Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the district may be directed to the personal use of a teacher or another district employee. If approved, the Principal will assign a purchase order number/budget code.

H. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should respond to e-mails which require a response in a timely fashion, but should 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.

I. Teacher Mail Box

Each teacher will be assigned a mailbox. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer, teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communications regarding school business.

J. Teacher Meetings

Teacher meetings will be held as designated by building/district administrators. **ALL** teachers are expected to be present for meetings, unless they are absent from school for good cause or have made prior arrangements.

**Section 14 Purpose and Goals of Academic Achievement**

The Norfolk Public Schools' Board of Education is committed to providing a quality education for all Norfolk Public School students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the district's mission of providing a quality education.

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration. Each teacher is responsible for teaching in a manner that meets the mission of the District and assures student understanding and learning of the standards and learning targets presented to students within the curriculum adopted by the District.

Teachers will model classroom instruction using the instructional model implemented by the District and the components reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the district instructional model and the components of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

**Section 15 Academic Progress**

**Policy 5203**

Every teacher is required to keep a complete and easily understandable record of the attendance and achievement of every student in a class using current district tools and procedures. This student record must be kept current and include the following minimum information in a readily understandable fashion:

- A. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
- B. The name and date of entry for each student who enrolls after the semester opens.
- C. The date of withdrawal for each student who withdraws from the class previous to the close of the semester—dropouts or early withdrawals.
- D. A complete record of the attendance of each student enrolled showing:
  - 1. Days on which the student was tardy.
  - 2. Days on which the student was absent, with a differentiation between excused and unexcused absences.
- E. A complete report of all recorded grades for each student.

**Section 16 Grading:**

Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the Board of Education and community. To this end, each teacher shall utilize a variety of assessment instruments and techniques to accurately measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessments, and report the results in accordance with district procedures. Teachers should measure student learning and understanding on a frequent basis to provide an accurate evaluation of each student's academic achievement.

## **Section 17      Recording Grades**

Each teacher shall record grades utilizing our district student management system. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Teachers must be able to support and justify the grades that each individual student earns. Grades must be recorded for all curricular areas.

### **Grading Scales:**

Teachers are to use only the grading scales set forth below for designated levels of students:

#### **Norfolk Public Schools: Grading Scales**

Norfolk Elementary Schools will use the following marking system for grades K-2 on the progress reports:

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Grades 3-12 will be evaluated on achievement, level of work performed, effort/assignments

#### Achievement Level

- A = 94-100%
- B = 86-93%
- C = 78-85%
- D = 70-77%
- F = Below 70%

The preceding grade scales are expected to be used according to the following guidelines:

- No other grade scales are to be used on official records or reports.
- "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course.
- A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
- The mark given at the end of each reporting period is considered an evaluation of the student's academic status at the time (for example, the final mark in a semester course is an evaluation of the student's status as of the close of the semester; not an average of two nine-week marks).
- Teachers may exercise professional judgment in distributing grades. Grades are not expected to be distributed on a normal curve.

### **Reports to Parents**

Grades and credit are assigned on a quarter (9 weeks) or semester (18 weeks) basis. Reports are available to parents during the school year. The grade reports are produced from information supplied by teachers and distributed to students at school or mailed to parents.

All grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire 18 weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, communication should be sent to parents. Arrangements will be made as needed to include this communication with the grade report forms. The communication may call attention to deficiencies, faults, or failures; or it may be commendatory in nature. If carefully prepared, this communication can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that all communication be as informative as possible. Teachers should, in all cases, keep on file copies of all communication sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or quarter reports. Parents are not always helpful or reasonable under these circumstances, but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Upon request, a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to provide documentation of class records to the principal at the close of the school year for filing in the permanent records. Teachers who return to Norfolk Public Schools and wish to refer to the previous year's class records may request the information from the building principal. Such information shall be kept in the office for permanent filing when the teacher is finished with the information, or at the close of the current term.

#### Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively with the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included.

Failure to initially resolve the issue will result in an appeal involving the Superintendent or designee and the participants described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, board policy, or the best interests of the district.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into Norfolk Public Schools at the 15 to 18 week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

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.

Teachers' professional judgement should be utilized when determining the amount and type of homework assigned, based upon grade level, developmental appropriateness, course, and purpose. The amount of homework will increase gradually from elementary to senior high school. The intent is for students to engage in meaningful homework assignments that strengthen skills, apply concepts, review knowledge, and/or practice procedures based upon the learning targets introduced during the school day.

Teachers are to understand and utilize the district Homework Policy in assigning work to students.

### **Section 19      Parent-Teacher Conferences:**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, two Parent-Teacher conferences are scheduled twice (once in the fall and once in the spring) each school year as prescribed in the school calendar. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the building principal.

### **Section 20      Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Teachers 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." Teachers should seek assistance from administration if there are any questions regarding what may be copied.

# Appendix E

## Norfolk Public Schools 2020-2021 School Calendar Information



### Norfolk Public Schools 2016 - 2017 Staff Calendar

<b>August 2016</b> S M T W Th F Sa 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>January 2017</b> S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September 2016</b> S M T W Th F Sa 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>February 2017</b> S M T W Th F Sa 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
<b>October 2016</b> S M T W Th F Sa 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>March 2017</b> S M T W Th F Sa 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>November 2016</b> S M T W Th F Sa 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>April 2017</b> S M T W Th F Sa 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>December 2016</b> S M T W Th F Sa 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>May 2017</b> S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

**Key:**

- No school for students or teachers
- Teacher Work Day/Students-No School
- ◻ Teacher Work Day/Students-No School (a.m. only)
- └ End Quarter
- \* 2:00 p.m. dismissal for students K-12
- / 11:30 a.m. dismissal for students K-12
- + Make-up Snow Days (if needed)

- August**
- 4-9 Orientation - New teaching staff
  - 10-12 Orientation - All teaching staff
  - 15 1-12 Students - First day of classes
  - 15 One-half All-Day Kindergarten - Classes all day
  - 16 Other half All-Day Kindergarten - Classes all day
  - 17 All-Day Kindergarten - All Students
- September**
- 5 Labor Day - No School
  - 19-22 K-12 Parent-Teacher Conferences
  - 19 - K-8 P-T Conferences, 5:00-8:00
  - 20 - K-4, 9-12 P-T Conferences, 5:00-8:00
  - 21 - 5-12 P-T Conferences, 5:00-8:00
  - 22 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
  - 23 K-12 Students - No School (K-12 Teachers - Comp. Day - No Duty)
- October**
- 21 K-12 End First Quarter
  - Fall Break - No School
  - 24 K-12 Staff - Prof. Development - No School for Students
- November**
- 23-25 Thanksgiving Break - No School
- December**
- 22 K-12 - End Second Quarter/First Semester
  - 23-30 Winter Break - No School

- January**
- 2-6 Winter Break - No School
  - 6 Teacher Work Day - No School for Students
  - 9 K-12 School Resumes
  - 23 K-12 Staff - Prof. Development ESU Speaker - No School for Students
- February**
- 6-9 K-12 Parent-Teacher Conferences
  - 6 - K-8 P-T Conferences, 5:00-8:00
  - 7 - K-4, 9-12 P-T Conferences, 5:00-8:00
  - 8 - 5-12 P-T Conferences, 5:00-8:00
  - 9 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
  - 10 K-12 Students - No School (K-12 Teachers - Comp. Day - No Duty)
- March**
- 10 March Break - No School
  - 16 K-12 End Third Quarter
- April**
- 13 K-12 Students - No School
  - K-12 Staff - Staff Development/Staff Appreciation (a.m. only)
  - 14-17 Spring Break - No School
  - 21 K-12 Students - No School (District Music/Track)
- May**
- 4 Grades 7-8 Students - 11:30 a.m. dismissal PM - 7-8 Teachers at Track Meet
  - 21 Graduation
  - 24 K-12 End Fourth Quarter/Second Semester
  - K-12 Students - 11:30 a.m. dismissal
  - 25 K-12 Students - No School
  - K-12 Teachers - Work Day (a.m. only)
  - 25-26 Make-Up Snow Days (if needed)

Grade	K-4	5-8	7-8	9-12	Dates
1	46.5	46.5	46.5	46.5	August 16-October 21
2	40.0	40.0	40.0	40.0	October 24-December 23
	86.5	86.5	86.5	86.5	
3	45.5	45.5	45.5	45.5	January 9-March 18
4	44.5	44.5	44.0	44.5	March 17-May 24
	90.0	90.0	89.5	90.0	

- 175.5 Student Days, Grades K-4
- 175.5 Student Days, Grades 5-8
- 175.0 Student Days, Grades 7-8
- 175.5 Student Days, Grades 9-12
- 187/191 Veteran/New Teacher Contract Days

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402-644-2500

Note: All dates and times subject to change.

Appendix F

Norfolk Public Schools  
Certified Staff Employee Handbook Receipt Page

**RECEIPT OF THE 2020-2021 CERTIFIED STAFF HANDBOOK  
OF NORFOLK PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2020-2021 Certified Staff 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.

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**Date:**

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**Employee Signature:**

Please return the signed document to your building secretary.