

Board of Education Regular Meeting  
Monday, December 14, 2020 5:30 PM

Norfolk Public School's Central Administration  
Building  
P.O. Box 139  
Norfolk, NE 68702-0139

## **Agenda**

1. Date Public Notice Appeared in the Norfolk Daily News:
2. Call to Order
  1. Roll Call
  2. Declaration of a Legal Meeting
3. Pledge of Allegiance
4. Presentations and Special Recognitions
  1. Board Member Service Recognition
5. Public Comments & Communication
6. 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
7. Committee Reports
  1. Facilities & Finance Committee Report
  2. Government Relations Committee Report
  3. Superintendent Evaluation Committee Report
  4. Activities Committee Report
  5. Curriculum Committee Report
  6. Minutes of Committee Meetings
8. Approve Consent Agenda
  1. Minutes of Previous Meetings
  2. Personnel
    1. Contract Approval
    2. Resignations
  3. Claims
9. Action Items
  1. Discuss, consider and take action to approve compensation increases for classified (hourly and salaried) staff for the 2021-2022 school year
  2. Discuss, consider and take action to approve compensation increases for nurses for the 2021-2022 school year
  3. Discuss, consider and take action to approve compensation increases for PK-12 administrators for the 2021-2022 school year
  4. Discuss, consider and take action to approve compensation increases for the Superintendent for the 2021-2022 school year

5. Discuss, consider and take action to approve compensation increases for substitutes for the 2021-2022 school year
6. Discuss, consider and take action to approve the second and final reading of Board policies 6283-6920 related to instruction
7. Discuss, consider and take action to approve the second and final reading of board policies 4025 (Professional Boundaries), 4031 (Injury Leave), 5008 (Attendance Policy and Excessive Absenteeism), 8342 (Designated Method of giving Notice of Meetings), and 4270 (Staff Payments During Closure)
8. Discuss, consider and take action to grant permission to request RFPs for Food Management Services, as required by NDE
9. Discuss, consider and take action to approve the purchase of TWIG Science materials for grades K-2
10. Discuss, consider and take action to grant permission to seek RFP's for Chromebooks
11. Discuss, consider and take action to approve the addition of a Consumer Automotive course at the Senior High
12. Discuss, consider and take action to approve the addition of a Dual Credit Drone Operations course at the Senior High
10. Future Meetings
11. Executive Session --To Discuss Staffing -- As Needed to Protect the Interest of the District
  1. Convene Executive Session --To Discuss Staffing -- As Needed to Protect the Interest of the District
  2. Reconvene Meeting from Executive Session
  3. Approval of Any Action Deemed Necessary as a Result of Executive Session
12. Adjournment

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

Fund/Account	2020-2021 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$4,930,289.57	\$12,906.34	\$712,840.86	\$4,230,355.05
SPECIAL BUILDING FUND (2)	\$4,517,897.16	\$15,751.37	\$0.00	\$4,533,648.53
DEPRECIATION RESERVE FUND (2)	\$7,792,645.87	\$3,166.49	\$52,406.00	\$7,743,406.36
ACTIVITIES ACCOUNT (2)	\$800,858.16	\$15,960.77	\$24,362.92	\$792,456.01
SUBSIDIARY ACCOUNT (2)	\$412,074.84	\$40,306.13	\$36,092.61	\$416,288.36
GENERAL FUND (1)	\$19,206,241.61	\$2,633,545.79	4,072,055.63	\$17,767,731.77
PAYROLL ACCOUNT (2)	\$5,705.78	\$3,559,664.92	\$3,559,664.92	\$5,705.78
SCHOOL LUNCH FUND (2)	\$919,264.59	\$312,599.01	\$272,750.37	\$959,113.23
BOND FUND (2)	\$4,541,740.63	\$20,362.21	\$1,902,081.25	\$2,660,021.59
COOPERATIVE FUND (2)	\$230,351.19	\$8,488.53	\$13,594.46	\$225,245.26
EMPLOYEE BENEFIT FUND (2)	\$4,675.02	\$2.10	\$0.00	\$4,677.12
ATHLETIC FIELD COOPERATIVE FUND (2)	\$385,520.56	\$79.11	\$0.00	\$385,599.67
CONVENIENCE FEE FUND (2)	\$7,546.84	\$443.43	\$303.40	\$7,686.87
STUDENT FEE FUND (2)	\$333,851.24	\$858.90	\$1,721.81	\$332,988.33
<b>TOTAL ALL FUNDS</b>	<b>\$44,088,663.06</b>	<b>\$6,624,135.10</b>	<b>\$10,647,874.23</b>	<b>\$40,064,923.93</b>
<b>BALANCES CLASSIFIED BY DEPOSITORY</b>				
(1) BANK FIRST				\$17,767,731.77
(2) ELKHORN VALLEY BANK				\$19,637,170.57
(2) MIDWEST BANK				\$2,660,021.59
<b>TOTAL BALANCES</b>				<b>\$40,064,923.93</b>

**NOVEMBER 2020 SENIOR HIGH ACTIVITY FUND EXPENDITURES**

1	ALUMINUM ATHLETIC	20/21 EQUIPMENT	13 2900 610 2 542 001	\$1,660.00
2	ALUMINUM ATHLETIC Total			\$1,660.00
3	ASSETGENIE, INC	BATTERIES	13 2900 610 2 230 001	\$502.50
4		CB PARTS	13 2900 610 2 230 001	\$15.90
5	ASSETGENIE, INC Total			\$518.40
6	BLEICK, LOGAN	WALMART-STUDENT INCENTIVES	13 2900 610 2 276 001	\$33.88
7	BLEICK, LOGAN Total			\$33.88
8	BUCKENDAHL, MARY	TECH FEE REFUND	13 2900 610 2 598 001	\$35.00
9	BUCKENDAHL, MARY Total			\$35.00
10	CASH	12/1 UB GATE	13 2900 610 2 501 001	\$400.00
11		12/4 BBB CONCESSION	13 2900 610 2 501 001	\$200.00
12		12/4 BBB GATES	13 2900 610 2 501 001	\$1,600.00
13		12/5 B/G 9TH B-BALL CONCESSION	13 2900 610 2 501 001	\$200.00
14		12/5 B/G 9TH B-BALL GATE	13 2900 610 2 501 001	\$300.00
15		12/5 B/G JV & V CONCESION	13 2900 610 2 501 001	\$200.00
16		12/5 B/G JV & V GATES	13 2900 610 2 501 001	\$1,600.00
17	CASH Total			\$4,500.00
18	CITY OF NORFOLK	FOOD FOR OFFICIALS	13 2900 610 2 502 001	\$163.00
19	CITY OF NORFOLK Total			\$163.00
20	CUSTOM SPORTS	APPLY TO COLLEGE SHIRTS	13 2900 610 2 266 001	\$1,600.00
21		COACH JACKETS	13 2900 610 2 513 001	\$387.00
22	CUSTOM SPORTS Total			\$1,987.00
23	DAKTRONICS, INC	POTTED PUSHBUTTON ASSY	13 2900 610 2 544 001	\$518.00
24	DAKTRONICS, INC Total			\$518.00
25	DANIELL, MOLLY	11/21 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
26	DANIELL, MOLLY Total			\$75.00
27	FLORES, MELISSA	11/07 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
28		11/14 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
29	FLORES, MELISSA Total			\$150.00
30	GARDER, MICHAEL	11/14 DEBATE JUDGE	13 2900 610 2 522 001	\$60.00
31	GARDER, MICHAEL Total			\$60.00
32	GODFATHERS PIZZA NORFOLK	MEETING SUPPLIES	13 2900 610 2 571 001	\$96.00
33		PIZZA	13 2900 610 2 502 001	\$144.00

34	GODFATHERS PIZZA NORFOLK Total			\$240.00
35	HAUFF SPORTS	20/21 EQUIPMENT	13 2900 610 2 531 001	\$728.32
36			13 2900 610 2 538 001	\$537.76
37	HAUFF SPORTS Total			\$1,266.08
38	HEIMES, MATTHEW	ONE ACT JUDGE	13 2900 610 2 523 001	\$311.00
39	HEIMES, MATTHEW Total			\$311.00
40	HEIMES, TONI	ONE ACT JUDGE	13 2900 610 2 523 001	\$311.00
41	HEIMES, TONI Total			\$311.00
42	HOSA-FUTURE HEALTH	DUES	13 2900 610 2 270 001	\$40.00
43	HOSA-FUTURE HEALTH Total			\$40.00
44	KEARNEY HIGH SCHOOL	ONE ACT ENTRY FEE	13 2900 610 2 523 001	\$160.00
45	KEARNEY HIGH SCHOOL Total			\$160.00
46	LAMBERT, ALLISON	11/14 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
47	LAMBERT, ALLISON Total			\$75.00
48	LINCOLN PIUS X HIGH SCHOOL	SPEECH ENTRY FEE	13 2900 610 2 522 001	\$64.00
49	LINCOLN PIUS X HIGH SCHOOL Total			\$64.00
50	LINCOLN SOUTHWEST HIGH	11/7 ENTRY FEE	13 2900 610 2 522 001	\$181.00
51	LINCOLN SOUTHWEST HIGH Total			\$181.00
52	LUTHERAN HIGH NORTHEAST	PUMPKINS	13 2900 610 2 276 001	\$56.00
53	LUTHERAN HIGH NORTHEAST Total			\$56.00
54	MAYTUM, TAMRA	ONE ACT JUDGE	13 2900 610 2 523 001	\$309.00
55	MAYTUM, TAMRA Total			\$309.00
56	MEYER, TALYN	11/14 DEBATE JUDGE	13 2900 610 2 553 001	\$80.00
57	MEYER, TALYN Total			\$80.00
58	MIDLAND UNIVERSITY	ONE ACT ENTRY FEE	13 2900 610 2 523 001	\$100.00
59	MIDLAND UNIVERSITY Total			\$100.00
60	MILLARD NORTH HIGH SCHOOL	11/6 ENTRY FEE	13 2900 610 2 522 001	\$40.00
61	MILLARD NORTH HIGH SCHOOL Total			\$40.00
62	MILLARD SOUTH HIGH SCHOOL	11/21 DEBATE ENTRY FEE	13 2900 610 2 522 001	\$165.00
63	MILLARD SOUTH HIGH SCHOOL Total			\$165.00
64	MILLS, HANNAH	11/14 DEBATE JUDGE	13 2900 610 2 553 001	\$75.00
65	MILLS, HANNAH Total			\$75.00
66	MOEN, MADELYN	11/14 DEBATE JUDGE	13 2900 610 2 553 001	\$75.00
67	MOEN, MADELYN Total			\$75.00

68	MONETTE, TONI	11/14 DEBATE JUDGE	13 2900 610 2 553 001	\$75.00
69		11/7 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
70	MONETTE, TONI Total			\$150.00
71	NATIONAL FFA ORGANIZATION	SENIOR AWARDS	13 2900 610 2 276 001	\$115.87
72	NATIONAL FFA ORGANIZATION Total			\$115.87
73	NELSEN, LUCAS	11/14 DEBATE JUDGE	13 2900 610 2 553 001	\$90.00
74	NELSEN, LUCAS Total			\$90.00
75	NPS GENERAL FUND	CENTRAL SUPPLIES	13 2900 610 2 586 001	\$422.13
76		K.MARSHALL & E.MARTINEZ	13 2900 610 2 266 001	\$47.03
77		POSTAGE REIMB	13 2900 610 2 553 001	\$15.35
78	NPS GENERAL FUND Total			\$484.51
79	OCKANDER, JAROD	ONE ACT JUDGE	13 2900 610 2 523 001	\$259.00
80	OCKANDER, JAROD Total			\$259.00
81	PORTER CONSTRUCTION, INC,	FFA LANDSCAPING GRANT-TOP SOIL	13 2900 610 2 276 001	\$26.50
82	PORTER CONSTRUCTION, INC, Total			\$26.50
83	QUESTIONS UNLIMITED	ONLINE QUIZ	13 2900 610 2 572 001	\$30.00
84	QUESTIONS UNLIMITED Total			\$30.00
85	RASMUSSEN, KRISAYLA	11/14 DEBATE JUDGE	13 2900 610 2 553 001	\$75.00
86		11/21 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
87		11/7 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
88	RASMUSSEN, KRISAYLA Total			\$225.00
89	REYNOLDS, NATALIE	11/14 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
90		11/21 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
91		11/7 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
92	REYNOLDS, NATALIE Total			\$225.00
93	RUSK, ETHAN	WALMART-STUDENT INCENTIVES	13 2900 610 2 276 001	\$44.63
94	RUSK, ETHAN Total			\$44.63
95	SKIFF, MAKENNA	HYVEE-REIMB	13 2900 610 2 276 001	\$8.00
96	SKIFF, MAKENNA Total			\$8.00
97	STADIUM SPORTS	MANHANDLER SHIRTS	13 2900 610 2 528 001	\$144.00
98	STADIUM SPORTS Total			\$144.00
99	SYNCB/AMAZON	FFA LANDSCAPING GRANT-POTS &	13 2900 610 2 276 001	\$202.41
100		FISHER GRANT-SPEAKER & MIC	13 2900 610 2 280 001	\$594.97
101		JULIA BURKE GRANT-HEADPHONES &	13 2900 610 2 553 001	\$126.91

102		JULIA BURKE GRANT-TRIPOD &	13 2900 610 2 553 001	\$49.98
103		ONE ACT SUPPLIES	13 2900 610 2 523 001	\$321.06
104	SYNCB/AMAZON Total			\$1,295.33
105	TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$152.50
106	TEECO INC Total			\$152.50
107	VISA	AMAZON-BOOKS	13 2900 610 2 553 001	\$33.16
108		AMAZON-J.GREY ERROR	13 2900 610 2 598 001	\$13.90
109		AMAZON-SPEAKERS	13 2900 610 2 266 001	\$24.60
110		CHAMPION BRIEFS-NOV/DEC	13 2900 610 2 553 001	\$49.98
111		CHICK-FIL-A-TEAM MEAL	13 2900 610 2 517 001	\$117.66
112		DOLLAR GENERAL-MEETING	13 2900 610 2 566 001	\$21.70
113		DOMINO'S-G.GOLF TEAM MEAL	13 2900 610 2 529 001	\$89.85
114		DOMINO'S-RESERVE TEAM MEAL	13 2900 610 2 528 001	\$236.66
115		DOMINO'S-TEAM MEAL	13 2900 610 2 528 001	\$456.26
116		DOMINO'S-XC TEAM MEAL	13 2900 610 2 529 001	\$304.89
117		DRIVELINE BASEBALL-WEIGHTED	13 2900 610 2 512 001	\$39.00
118		FARMTEK-LANDSCAPING SUPPLIES	13 2900 610 2 276 001	\$107.11
119		FFA.ORG-NATIONAL DAYS	13 2900 610 2 276 001	\$50.00
120		FREDDY'S-B.TENNIS TEAM MEAL	13 2900 610 2 529 001	\$81.90
121		HYVEE-APPLY TO COLLEGE	13 2900 610 2 266 001	\$105.93
122		HYVEE-GATORADE	13 2900 610 2 528 001	\$57.38
123		HYVEE-TEAM MEAL	13 2900 610 2 528 001	\$412.50
124		IMPRINT.COM-DEBATE AWARDS	13 2900 610 2 553 001	\$154.57
125		JIMMY JOHNS-TEAM MEAL	13 2900 610 2 517 001	\$147.04
126			13 2900 610 2 556 001	\$147.04
127		JUDGING CARD	13 2900 610 2 276 001	\$18.00
128		NCC & SUBWAY-STATE TEAM MEALS	13 2900 610 2 539 001	\$37.05
129		NSAA-SUPERVISOR ADMISSION	13 2900 610 2 279 001	\$4.18
130			13 2900 610 2 536 001	\$4.17
131		NSWCA-MEMBERSHIP	13 2900 610 2 562 001	\$110.00
132		PANERA BREAD-TEAM MEAL	13 2900 610 2 561 001	\$216.72
133		PAPA JOHNS-BOYS STATE MEAL	13 2900 610 2 536 001	\$139.80
134		PHAT JACKS-TEAM MEAL	13 2900 610 2 279 001	\$110.40
135			13 2900 610 2 536 001	\$110.40

136		PIZZA HUT-COACH MEALS	13 2900 610 2 528 001	\$145.00
137		PIZZA RANCH-TEAM MEAL	13 2900 610 2 561 001	\$157.82
138		PREPD.COM-MEMBERSHIP UPGRADE	13 2900 610 2 553 001	\$27.00
139		PREPD-MEMBERSHIP	13 2900 610 2 553 001	\$60.00
140		RAISING CANES-TEAM MEAL	13 2900 610 2 528 001	\$440.66
141		RAISING CANE'S-TEAM MEAL	13 2900 610 2 528 001	\$336.00
142		VICTORY BRIEFS-NOV/DEC	13 2900 610 2 553 001	\$60.00
143		WALMART-EVENT SUPPLIES	13 2900 610 2 266 001	\$224.51
144		WALMART-HALFTIME FRUIT	13 2900 610 2 528 001	\$85.80
145		WALMART-SUPPLIES	13 2900 610 2 528 001	\$19.58
146		WALMART-WATER/SNACKS	13 2900 610 2 553 001	\$58.72
147		WEBSTAIRANT-BAG SEALER	13 2900 610 2 276 001	\$141.58
148	VISA Total			\$5,158.52
149	VOLQUARSEN, GAILEN	ONE ACT JUDGE	13 2900 610 2 523 001	\$200.00
150	VOLQUARSEN, GAILEN Total			\$200.00
151	WAYNE HIGH SCHOOL	11/17 ENTRY FEE	13 2900 610 2 616 001	\$90.00
152	WAYNE HIGH SCHOOL Total			\$90.00
153	WECKERLE DIETZ, GRAYSON	11/14 DEBATE JUDGE	13 2900 610 2 553 001	\$75.00
154		11/21 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
155		11/7 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
156	WECKERLE DIETZ, GRAYSON Total			\$225.00
157	WINNERS CIRCLE	AWARDS	13 2900 610 2 528 001	\$258.19
158			13 2900 610 2 616 001	\$78.00
159		BOYS AWARDS	13 2900 610 2 231 001	\$120.90
160		GIRLS AWARDS	13 2900 610 2 231 001	\$150.90
161	WINNERS CIRCLE Total			\$607.99
162	YORK HIGH SCHOOL	ONE ACT ENTRY FEE	13 2900 610 2 523 001	\$150.00
163	YORK HIGH SCHOOL Total			\$150.00
164	ZEPHIER, SHIRLEY	11/14 DEBATE JUDGE	13 2900 610 2 522 001	\$75.00
165	ZEPHIER, SHIRLEY Total			\$75.00
166	<b>Grand Total</b>			<b>\$23,005.21</b>

**NOVEMBER 2020 JUNIOR HIGH ACTIVITY FUND EXPENDITURES**

1	DAVID CITY PUBLIC SCHOOLS	JH WRESTLING MEET	14 2900 610 2 850 002	\$50.00
2	DAVID CITY PUBLIC SCHOOLS Total			\$50.00
3	DOMINISSE, DOUG	BB INTRAMURAL GAME 11/12/20	14 2900 610 2 848 002	\$30.00
4		INTRAMURAL BB 11/23/20	14 2900 610 2 848 002	\$50.00
5	DOMINISSE, DOUG Total			\$80.00
6	FAUSS, DAVID M.	INTRAMURAL BB 11/16/20	14 2900 610 2 848 002	\$30.00
7	FAUSS, DAVID M. Total			\$30.00
8	LENTON, COREY	BB INTRAMURAL GAME 11/12/20	14 2900 610 2 848 002	\$30.00
9		INTRAMURAL BB 11/23/20	14 2900 610 2 848 002	\$60.00
10		INTRAMURAL BB GAMES 11/16/20	14 2900 610 2 848 002	\$30.00
11		OFFICIAL PAY 11/24/20	14 2900 610 2 848 002	\$25.00
12	LENTON, COREY Total			\$145.00
13	NPS STUDENT FEES ACCOUNT	AFTERSHOCK J FREUDENBURG	14 2900 610 2 840 002	\$25.00
14	NPS STUDENT FEES ACCOUNT Total			\$25.00
15	VISA	CAMERA LENS FOR PRODUCTIONS	14 2900 610 2 865 002	\$82.75
16		EQUIPMENT #32	14 2900 610 2 838 002	\$265.00
17		PARENT TEACHER CONF SUPPLIES	14 2900 610 2 838 002	\$231.60
18		SUPPLIES FOR PARENT TEACHER	14 2900 610 2 838 002	\$386.36
19	VISA Total			\$965.71
20	WINNERS CIRCLE	MEDALS FOR CROSS COUNTRY	14 2900 610 2 845 002	\$62.00
21	WINNERS CIRCLE Total			\$62.00
22	<b>Grand Total</b>			<b>\$1,357.71</b>

**NOVEMBER 2020 SUBSIDIARY EXPENDITURES**

1	ASSETGENIE, INC	KEYBOARD	05 2900 610 0 040 000	\$44.95
2	ASSETGENIE, INC Total			\$44.95
3	CULLIGAN OF NORFOLK	WATER	05 2900 610 0 061 000	\$29.69
4	CULLIGAN OF NORFOLK Total			\$29.69
5	GOPHER	FOUNDATION GRANT WALKER	05 2900 610 0 061 000	\$297.70
6	GOPHER Total			\$297.70
7	MADISON NATIONAL LIFE	NOV 2020 BASIC LIFE FOR	05 2900 610 0 090 000	\$474.08
8	MADISON NATIONAL LIFE Total			\$474.08
9	NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION PD TO SH	05 2900 610 0 057 000	\$9.56
10	NORFOLK SENIOR HIGH SCHOOL Total			\$9.56
11	NPS STUDENT FEES ACCOUNT	AFTERSHOCK J BUETTNER	05 2900 610 0 050 000	\$50.00
12	NPS STUDENT FEES ACCOUNT Total			\$50.00
13	NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION PD TO JH	05 2900 610 0 057 000	\$22.04
14	NPS-JUNIOR HIGH SCHOOL Total			\$22.04
15	QUAVERED, INC	MUSIC SUPPLIES	05 2900 610 0 045 000	\$160.00
16	QUAVERED, INC Total			\$160.00
17	REALLY GOOD STUFF	FOUNDATION GRANT SUCKSTORF	05 2900 610 0 061 000	\$418.95
18	REALLY GOOD STUFF Total			\$418.95
19	SYSLO, TRAVIS	RETURNED LIBRARY BOOK	05 2900 610 0 051 000	\$6.33
20	SYSLO, TRAVIS Total			\$6.33
21	TEECO INC	WATER	05 2900 610 0 050 000	\$43.00
22			05 2900 610 0 065 000	\$36.75
23	TEECO INC Total			\$79.75
24	VISA	BAGGIES #16	05 2900 610 0 040 000	\$69.92
25		BOOK #45	05 2900 610 0 069 000	\$19.55
26		BOOKS #45	05 2900 610 0 069 000	\$206.23
27		BOOKS #49	05 2900 610 0 044 000	\$128.27
28		COFFEE #4	05 2900 610 0 050 000	\$19.98
29		CONF FOOD #18	05 2900 610 0 061 000	\$118.53
30		CONF MEAL #43	05 2900 610 0 061 000	\$137.30
31		HICKORY FARMS #4	05 2900 610 0 050 000	\$572.08
32		MORGAN/BAKER GRANT #43	05 2900 610 0 061 000	\$704.42
33		POPCORN OIL #50	05 2900 610 0 076 000	\$19.99

34		SUPPLIES #21	05 2900 610 0 093 000	\$77.75
35		TUBS FOR BOOK STORAGE #2	05 2900 610 0 081 000	\$24.97
36		WATER #49	05 2900 610 0 040 000	\$26.91
37	VISA Total			\$2,125.90
38	WEBER, KATIE	RETURNED LIBRARY BOOK	05 2900 610 0 051 000	\$15.99
39	WEBER, KATIE Total			\$15.99
40	<b>Grand Total</b>			<b>\$3,734.94</b>

## Supt Report 12-14-2020 -- Board Appointment Process and Timeline

### December

12/31/2020: Dr. Patti Gubbels' resignation is official.

### January:

1/4/2021: Advertisements finalized with NDN and placed on NPS Website

1/6/2021: First Ad in NDN

1/13/2021: Second Ad in NDN

1/25/2021: Applications and Interview Questions due to Superintendent's Office

1/27/2021: Veteran Board members (Sandy, Tammy and Bruce) select finalists -- if we have more than 4 applicants

### February:

2/8/2021: Applicants are interviewed and a replacement is selected at our regular BOE meeting

- Each sitting Board member (Sandy, Tammy, Bruce, Brenda and Jenna) will ask candidates one question. The question needs to be submitted to Dr. Thompson by January 25, 2021. Sample questions from the Nebraska Association of School Boards have been listed below to assist in the selection process:
  1. Briefly describe your reasons for seeking this position, and the qualities that you would bring to the position.
  2. What is your vision for NPS in the next 5 years?
  3. What do you feel will be the main issues facing this school board in the next four years?
  4. What educational experience should a public schools system provide? Why?
  5. What public service have you provided to the community, such as teaching, coaching, church groups, scouts, volunteering, etc.?
  6. What experience have you had serving on the school board or a board of directors of other organizations?
  7. What has been your past experience with: personal, public or corporate financial matters?
  8. What is your feeling regarding the tax structure in this school district?
  9. What is your prior management experience?
  10. What experience do you have in labor negotiations?
  11. Do you believe you will have sufficient time to dedicate to the work of the board?
  12. How should the board go about finding out and knowing what the parents and patrons in the district are thinking?
  13. In what ways do you find out what employees are thinking?
  14. In the development of a budget, what goals and objectives would guide your decision-making?
  15. Describe the kind of relationship you want to have with your fellow board members.
  16. What do you believe should be your relationship to local, city and county officials? How should the board achieve this?

17. What would you intend that your major contributions would be as a school board member?
18. What is the most important job of the superintendent?
19. Describe your most effective communication skills.
20. How important is it for the board to have a trusting relationship with the superintendent? How would you help to achieve this?
21. Legislation establishes state policy regarding public education. To what extent would you like to be involved in legislative activity?
22. What do you believe are the best ways for a district to monitor student achievement and progress?
23. What is your view of employee/employer relations? How should the board approach and deal with employee relations?
24. How could you help the board to become more effective?
25. What questions might you have for the board?

2/25/2021 or 3/8/2021: The New Board member will be seated at one of the previous listed dates and will remain in office until the next General Election.



## Application for Appointment to the Board of Education Norfolk Public Schools District

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Summary of Education and Experience: \_\_\_\_\_

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Why would your appointment to the board be beneficial to the board of education and the district?

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## New Course Proposal

Course proposals are to be submitted to the Director of Teaching and Learning by the second week of October (approximately the 15th). This will be reviewed and taken to the BOE Curriculum Committee for review and approval in November or December. Upon review, more information may be requested.

<b>Name of Course:</b>	<b>Consumer Auto</b>
<b>Individual/Dept/Grade Level Submitting:</b>	<b>Blake Otte Industrial Tech 9-12</b>
<b>School Year of Implementation:</b>	<b>2021</b>
<b>Purpose for New Course:</b>	<b>Add prerequisite options for students going in to Auto technology</b>
<b>Duration &amp; Frequency of Course (Quarter, Semester, Year):</b>	<b>Semester</b>
<b>Priority Standards &amp; Learning Targets Attached:</b>	<b>Yes <a href="#">Consumer Auto Learning Targets</a></b>
<b>Are there any cross cutting or vertically aligned courses addressing the same topics? If so, what are they? List any prerequisites.</b>	<b>This will be a prerequisite for Auto technology</b>
<b>What are the materials and resources necessary for this course? Will additional staffing or certification be required?</b>	<b>None, currently the automotive lab is under utilized</b>

Date of submission: 10-15-20

Date of approval:

<b>How will this course affect graduation requirements? Is this course an elective or required course? (Dual Credit)</b>	<b>Elective</b>
<b>Signature of Building Administrator:</b>	<b>Jason T. Settles</b>

EMAIL from Blake: The program of study course code is 101600 Transportation 1. If you need any more information let me know.

Date of submission:10-15-20

Date of approval:



## New Course Proposal

Course proposals are to be submitted to the Director of Teaching and Learning by the second week of October (approximately the 15th). This will be reviewed and taken to the BOE Curriculum Committee for review and approval in November or December. Upon review, more information may be requested.

<b>Name of Course:</b>	<b>Drone Technology</b>
<b>Individual/Dept/Grade Level Submitting:</b>	<b>Rebecca Munson, Skilled &amp; Technical Science, 9-12</b>
<b>School Year of Implementation:</b>	2021-22
<b>Purpose for New Course:</b>	<p>Drone technology is being used for commercial purposes in construction, real estate, mining, filmmaking, public safety, insurance, journalism, agriculture, transportation, energy, and telecommunications. Colleges and universities are launching drone pilot programs. Norfolk Public Schools could help to prepare all students to pursue their goals for the future by offering them exposure to this growing career field.</p> <p>I currently have a drone that we use in the Architectural Drafting course. However, we don't spend a lot of time flying. It is only an overview and exposure to how it can be used for site mapping.</p> <p>I am proposing that NPS offers a dual credit course aligned with NECC, Drone Operations. It would prepare students for the FAA Part 107 exam and give them flight experience. SkillsUSA had a drone flight competition at the State Convention each year. This class could prepare students to compete in this event. The elective is intended for 11th and 12th graders.</p>

Date of submission: October 15, 2020

Date of approval:

<p><b>Duration &amp; Frequency of Course (Quarter, Semester, Year):</b></p>	<p>Semester long, offered annually as scheduling dictates.</p>
<p><b>Priority Standards &amp; Learning Targets Attached:</b></p>	<p><b>We will use the Objectives and Outcomes from <a href="#">NECC's Drone Class syllabus</a> and <a href="#">Lab Syllabus</a>.</b></p> <p><b>COURSE OBJECTIVES</b></p> <p>Course will:</p> <ol style="list-style-type: none"> <li>1. Prepare the student for the safe operation of drones</li> <li>2. Help the student to understand and learn the FAA rules and regulations for commercial drone operations.</li> <li>3. Help and guide the student to understand flight planning and procedures</li> <li>4. Help the student to understand privacy and safety issues related to drones</li> <li>5. Help the student to understand ethical use of drones</li> <li>6. Help the student to understand the components and interworking of various drones</li> <li>7. Prepare the student for the successful completion of the FAA Part 107 UAS Remote Pilot Certification</li> </ol> <p>Lab will:</p> <ol style="list-style-type: none"> <li>1. Help the student to understand the interworking of a small UAS (drone).</li> <li>2. Help and guide the student to learn to safely operate a drone</li> <li>2. Help and guide the student to coordinate drone missions properly</li> <li>3. Help and guide the student to gather multimedia via drone</li> <li>4. Help and guide the student to think critically, responsibly and ethically when flying</li> <li>5. Help the student to practice privacy and safety standards when flying a drone</li> </ol> <p><b>STUDENT LEARNING OUTCOMES</b></p> <p>Upon completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Plan a drone flight with safety measures in mind</li> <li>2. Complete pre-trip, pre-flight, flight and post-flight checklists and procedures</li> <li>3. Register a drone for commercial operations</li> <li>4. Fully understand and abide by drone operation rules as established by the FAA</li> <li>5. Fully understand and abide by pilot's rules and responsibilities as established by the FAA</li> <li>6. Read a sectional aeronautical chart</li> <li>7. Identify and understand the different classes of airspace in the United States</li> <li>8. Understand airport operations and radio procedures</li> <li>9. Interpret various forms of weather and weather patterns</li> <li>10. Analyze how weather affects drone flights</li> <li>11. Demonstrate how load can affect the performance of a drone</li> <li>12. Record the protocol for an in-flight emergency during a drone mission</li> </ol>

Date of submission: October 15, 2020

Date of approval:

	<p>13. Understand privacy and ethical issues related to drone flights  14. Identify different types of drones commercially available and how they differ from one another.  15. Understand the FAA Part 107 Remote Pilot certification testing procedures</p> <p>Upon completion of this lab, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the different parts of drones, remote controls and monitoring devices.</li> <li>2. Identify the roles of a drone pilot in command, controller and visual observer</li> <li>3. Accomplish basic maneuvers using a drone (such as take-off, hover, left/right, up/down and landing)</li> <li>4. Pilot pre-planned flight patterns using a drone</li> <li>5. Follow all FAA rules and regulations when flying</li> <li>6. Take photos and videos using a drone’s camera</li> <li>7. Download multimedia from the drone’s camera to a computer.</li> <li>8. Practice safe and responsible flying techniques</li> <li>9. Practice ethical standards when flying a drone</li> <li>10. Understand the difference between flying for business and flying for fun or hobby</li> </ol> <p>The Nebraska Dept of Education is updating state standards this year. We have been informed that Drone Technology will exist in the updated standards. In the future, we could develop an entry level course aligned to Nebraska State Standards.</p>
<p><b>Are there any cross cutting or vertically aligned courses addressing the same topics? If so, what are they? List any prerequisites.</b></p>	<p>No prerequisites.</p>
<p><b>What are the materials and resources necessary for this course? Will additional staffing or certification be required?</b></p>	<p>Estimate to start the program \$6560  <a href="#">Budget</a></p> <p>As the instructor I would need to be certified drone pilot. This requires passing the FAA Part 107 exam. It is a \$160 exam. There are many online prep classes to get ready for the exam. I have personally begun the prep class but have not yet certified as a drone pilot.</p>

Date of submission: October 15, 2020

Date of approval:

	Per discussion with administration, the costs for this class will be covered using Perkins Grant Funds.
<b>How will this course affect graduation requirements? Is this course an elective or required course? (Dual Credit)</b>	Elective, intended for 11th and 12th graders. Offered as Dual Credit through NECC pending approval. Brian Anderson at NECC teaches a drone class. Dr. Wade Herley is the Dean that covers this area.
<b>Signature of Building Administrator:</b>	<b>Jason T. Settles</b>

Date of submission: October 15, 2020

Date of approval:



Mary Luhr  
Director of Student Programs  
512 Philip Avenue, PO Box 139  
Norfolk, NE 68702-0139  
(402) 644-2507  
[maryluhr@npsne.org](mailto:maryluhr@npsne.org)

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## **Nurses Meeting December 1, 2020**

- **In attendance** - Blair Brink, Cori Pena, Diane Schilling, Cindy Fox, Mary Luhr, Stacie Uzzell
- **Excused** -

❖ Kindergarten Packets can be made with the due date of Thursday, July 29th, 2021.

**The next Nurse's meeting will be January 5th, 2021 in the Central Office at 7:45 am.**

**Board of Education Regular Meeting**

Monday, November 9, 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:	Absent	Sandy Wolfe:	Present

1. Date Public Notice Appeared in the Norfolk Daily News: November 4, 2020

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.

Motion to excuse the absence of Bruce Mitchell at 5:30 PM passed with a motion by Arnie Robinson and a second by Bob Waite.

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

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 posted in the board room for your review. A copy of the agenda is available at the desk of the recording secretary.

3. Pledge of Allegiance

4. Special Recognition

4.1. Award for Excellence

Ms. Lorena Pantoja, Norfolk Public Schools District Interpreter, received the Award for Excellence.

5. Public Comments & Communication

6. Special Presentations

6.1. Remote Learning Subcommittee Presentation

Dr. Thompson, along with some members of the subcommittee, discussed the Remote Learning option.

7. Information and Discussion Items

7.1. Finance & Facilities Report

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

- **General Fund = \$522,446.80**
- **Nutrition Services Fund = \$272,750.37**
- **Cooperative Fund = \$4,033.27**
- **Depreciation Fund = \$52,406.00**
- **QCPUF = \$712,840.86**
- **Bond Fund = \$1,902,081.25**
- **Student Fee Fund = \$1,721.81**

B. The total amount of claims for the month of October, 2020 in the Activities Fund is listed below:

- **Activity Fund = \$47,598.23**

C. All of these claims were reviewed earlier today by the Finance and Facility Committee. The 2019-2020 audit and disclosures that were board approved have

all been submitted to the state and NDE. We are now beginning the process of end of the year tax documents for our employees and 1st quarter submissions on district grants.

7.2. Teaching & Learning Report

**Curriculum, Instruction & Assessment**

- The last month has consisted of intense studying regarding remote learning options and programs. I'm sure that is evident due to our proposal this evening.
- On Monday, October 26<sup>th</sup> we held professional development. The results from a teacher survey indicated that teachers were interested and needing support regarding social/emotional health for their students and themselves. Specialists shared insight to teachers that would benefit both adults and students. There was a healthy reminder to give ourselves grace. Other topics covered included understanding a growth mindset, using MAP data to make instructional decisions, designing assessments for remote learners, updates on statewide assessment, GoGuardian training, using proficiency scales with formative assessments, behavior management, creating differentiated learning experiences for students, and interpreting ACT data. The afternoon was planning and work time in their classrooms.
- A consensus among the K-2 teachers piloting the TWIG Science program has been affirmed. They would like to purchase this program. The Curriculum Committee has been informed throughout the pilot process. The proposal is in draft form yet.
- A couple of Senior High class proposals have been submitted for the Curriculum Committee to review which may become a topic at the December board of education meeting.

7.3. Student Programs Report

- A. ELL-A staff PD will be held on November 18th during PLC. We will zoom with a vender we use to support our students new to school in grades K-6. ELL numbers for the district as of October 1st is 203 at 4.6% of the student total population.
- B. Special Education- As a district we met our Target Improvement Plan for special education. As you may remember, we had switched to measurement of student growth from fall to fall through MAPS vocabulary. Special Education numbers for the district as of October 1st is 681 at 15.3% of the student total population.
- C. Nurses- CPR classes were held November 2nd and November 3rd for the required staff in the district. ELVPHD provided 157 flu shots to our district staff. This is up 43 from last year.
- D. Mental Health Providers-presented to our staff on October 26th as part of our Professional Development. The sessions were directed at staff mental health.

7.4. Student Services Report

We have received the results of our yearly external safety audit conducted by Lang Safety Consulting. I am currently meeting with individual building principals to discuss the recommendations and will share with the board at our next meeting. We also just completed our fall parent teacher conferences. It was a unique year for parent teacher conferences as Covid concerns obviously did not allow us to hold in person conferences. Instead classroom teachers provided short videos that introduced themselves and explained what our students were learning in their classes. These videos were posted for parents to watch. Families were then able to meet through Zoom or phone calls with the teacher to get more specific information regarding their students' performance in class. Attendance numbers are posted below. As a district last year we were at 73.2%

attendance this year 65.7%. A noticeable drop due to Covid and the restructured format but the teacher videos were designed to give parents what they needed and many only scheduled Zoom meetings if they had specific questions.

	Student attendance at P/T Conference	Total School Enrollment	% attended
Little Panther Preschool	215	220	<b>98%</b>
Bel Air	345	351	<b>98%</b>
Jefferson	227	227	<b>100%</b>
Grant	213	216	<b>99%</b>
Lincoln	156	156	<b>100%</b>
Washington	220	222	<b>99%</b>
Westside	204	204	<b>100%</b>
Woodland Park	189	192	<b>98%</b>
Middle School	608	654	<b>93%</b>
Junior High	295	632	<b>47%</b>
Senior High	236	1352	<b>17%</b>
District Results	<b>2908</b>	<b>4426</b>	<b>65.70%</b>

7.5. Human Resources & Accreditation Report

HR Update:

Substitute Update:

The district has continued to have a high need for substitute teachers and paras. Most days, we are unable to fill all teacher and para absences. The Central Office certified staff members have stepped in to sub, in several instances, along with teachers covering during their plan time. I appreciate all of their help and willingness to jump into those situations. Interviews were held on Friday, November 6 to fill the full-time paraprofessional position advertised. I anticipate hiring additional full-time teacher substitutes in the near future, as well. A proposal for temporary COVID bonuses for substitutes will be addressed later in the meeting as an action item.

Job Postings Update:

Certified Positions:

- Full-Time Substitute Teacher
- Elementary P.E. Teacher (.5 FTE) Begins 1/4/2021
- Substitute Teacher

Classified Openings:

- Achievement Center Para (Part-Time) - Senior High
- High Needs Para/Driver (Full-Time) - Senior High
- Full-Time Substitute Paraprofessional
- ELL Para - Middle School
- Classroom Para - Bel Air
- Aftershock - Club Facilitators (Part-time)
- Aftershock - Partnership Specialist (Contracted/Part-time)
- School Bus Activity Drivers
- Evening Elementary Custodians (Part-time)

- Substitute: Paraprofessional, Health Tech, Secretary & Nurse
- Substitute Custodians
- Electrician (Part-time) - Maintenance

Coaching Opportunities:

- Head Volleyball Coach
- Assistant Theater (2nd Semester)

7.6. Superintendent's Report

**A. Election:**

- I would like to congratulate Sandy Wolfe, Jenna Hatfield and Brenda Carhart on their election to the NPS Board of Education.
- I would also like to congratulate Dr. Patti Gubbels on her election to the State Board of Education.

**B. New Board Member Orientation:**

- The Central Office Leadership Team will meet with Jenna and Brenda to discuss topics such as Board Members' Roles and Responsibilities, Board Procedures, NPS' Strategic Plan and Comprehensive Facilities Plan, School Safety Plans, Budgeting, Personnel Issues, Target-based Grading, Curriculum Processes, Professional Learning Communities, and Communication.
- New Board Members will be sworn in on January 11, 2020.
- Retiring board Members will be recognized on December 14, 2020.
- However, please note that, we will need our retiring Board members to attend the meeting in January, so that we have a quorum to open the meeting.

8. Committee Reports

8.1. Facilities & Finance Committee Report

A. The committee met at 12:00 today. The claims for the month of November and Activity claims for October were reviewed. The committee received an update from Agr City insurance on the 2021 renewal premium for the district property and liability coverage. Other items that were discussed:

- Facility project updates
- Negotiations for 21-22 for all employee groups
- Staffing options with remote learning
- RFP process for a food management vendor

B. The next meeting will be December 14th at 12:00 noon.

8.2. Policy Committee Report

A. The Policy Committee met on October 22, 2020 to discuss the following:

**Board Policies 6283-6920**

- A minor, non-substantive change was made to policy 6283 (Concussions).
- Policy 6300 (Selection and Review of Instructional and Media Materials) was revised to indicate that the selection of instructional materials is delegated to the Superintendent or designee. It was also revised to indicate that instructional material selection would be made in accordance with State Standards and that materials would stimulate growth in factual knowledge, practical skills, concepts, literary appreciation, aesthetic values, and ethical standards. "Concepts" was added, as this is an important component of instructional materials.

B. Miscellaneous Policy Revision Required Based Upon the Most Recent Legislative Session:

- Policy 4025 (Professional Boundaries Between Employees and Students): Several additions were made, based upon revisions to state law including statements that:
  1. Staff may not have a relationship with a student within one year of that student graduating or otherwise leaving district.
  2. Grooming behaviors are unacceptable.
  3. Staff may face discipline for a violation of this policy including termination, the loss of credentials, and referral to the Department of Health and Human Services and law enforcement.
- Policy 4270 (Staff Payment During Closure) is a new policy that allows for staff to be paid during a pandemic or other extraordinary circumstances. This policy may be needed in order for schools to collect our CARES funding.
- Policy 5008 (Attendance Policy and Excessive Absenteeism) was modified to include mental health as a basis for student absences.
- Policy 8342 (Designated Method of Giving Notice of Meetings) was revised to indicate that the Board will give notice of Board meetings in a local newspaper and on their website (if that option is available).
- Policy 4031 (Injury Leave) is a new policy that provides up to seven days of paid injury leave for an employee that is intentionally or recklessly injured while at work.

C. No additional changes were made to policies 6000-6282.

8.3. Government Relations Committee Report

- A. The Government Relations Committee met on November 3, 2020 to discuss several anticipated "hot topics" for the 2020 Legislative Session, including property taxes, school funding, school choice, option enrollment, and the Opening Meetings Act.
- B. We also discussed our disappointment regarding the hearing that was recently held by Senator Groene. LR 402 was presented as a hearing to "examine the impact of COVID-19 on the education of Nebraska children," but was actually a rally for school choice. We believe that this was an inappropriate and deceptive use of this hearing.
- C. We will be reaching out to our new Senator, Mike Flood, to schedule a meeting to discuss these topics and share more information about our district. We are excited to still have a senator that lives within the Norfolk community and hope that he will be a strong advocate for our school and community.

8.4. Curriculum Committee Report

- A. The Committee on Curriculum met at 4:20pm on October 12, 2020.
- B. The committee heard a report on the implementation of Elevate (3rd-8th Grade) science program. Teachers noted that there is increased rigor, the hands-on learning helps students attain concepts, and they like that students write responses in their books.
- C. Teacher feedback on the K-2 pilot of the TWIG science program, which will be completed soon, has been positive. Hands-on learning, appropriate developmental level, and crosswalk with Wonders were noted as strengths. The pilot teachers indicated a need for training on technology aspects of the program.

- D. The senior high school is currently reviewing possible new instructional materials (updated texts and technology resources for Biology, Chemistry, Anatomy, and Physiology).
- E. The Social Studies implementation timeline was reviewed. Progress on the development of targets and proficiency scales varies depending on grade-level and courses. Progress is being made on the development of the World History course. Due to staffing constraints, completion times may be extended on the timeline. The current goal is for American Studies I to be required for 8th graders as of fall 2021 with World History required for freshmen in the summer and fall of 2022. Those changes in graduation requirements will be reflected in handbook changes for 2022.
- F. A Vertical Writing Committee that includes teachers at all levels has written their mission and vision statements to direct work on standards alignment, assessment redevelopment and other writing instruction topics. Achieving the Core is being used as a guide for developing standards aligned instruction.
- G. The Target-based Learning Implementation Chart was reviewed. Some of the implementation of TBG may be delayed due to COVID staffing time constraints. Decisions about grading changes on report cards will be made by January and shared with the TBG Committee and parents.

**A number of items were discussed related to assessment and accountability:**

- NDE has indicated the school AQUESTT classifications will remain the same as last year because testing did not occur during the spring due to COVID.
  - NDE is also working with NWEA to develop a test that would replace NSCAS and MAPS. Students would take one test to meet state standards attainment and to identify areas of academic growth. The approach to assessment would be focused on "through the year" testing. First phase pilot is taking place this year.
  - Spring testing will proceed as scheduled even if there are interruptions in attendance.
- H. Cognitive coaching has been implemented at all instructional levels. Cognitive coaching is a model that helps teachers be more reflective about their teaching processes. The strategies include preplanning, observation, and guided reflection. In some instances the coaches are rotating through buildings working with all teachers individually. At senior high the majority of coaching is being provided to beginning teachers.
    - I. Finally, the broad topics and general format for the October 26th professional development were presented.

8.5. American Civics Committee Report

- A. The Committee on American Civics met at 4:00pm on October 12, 2020. No public comments were provided by community members.
- B. New committee members Stephanie Chandler and Jared Oswald were introduced.
- C. The American Civics project, completed by students in Government class, was discussed. In the future, the results of the project will be reviewed by the committee.
- D. The K-12 Social Studies crosswalk document, which compares prior standards with the 2019 standards was described. The crosswalk reveals increased rigor and identifies gaps in standards. The crosswalk acts as a guide for teachers and includes numerous instructional resources to help students meet the new standards.

- E. Social Studies curriculum work is continuing and progress is being made. However, because of substitute shortages and limited teacher work time, completion timelines have been impacted.
- F. The next committee meeting will be held in January.

8.6. Minutes of Committee Meetings

Minutes from the November 3, 2020 Nurses and Student Health Meetings are attached.

- 9. Executive Session -- To Discuss Negotiations -- As Needed to Protect the Interest of the District
  - 9.1. Convene Executive Session -- To Discuss Negotiations -- As Needed to Protect the Interest of the District

Motion to Convene Executive Session -- To Discuss Negotiations -- As Needed to Protect the Interest of the District at 7:05 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 :	Absent	Sandy Wolfe:	Yea

9.2. Reconvene Meeting from Executive Session

The meeting reconvened from the Executive Session at 7:51 PM.

- 9.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
  - No action was deemed necessary.

10. Approve Consent Agenda

Motion to approve the consent agenda at 7:54 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 :	Absent	Sandy Wolfe:	Yea

10.1. Minutes of Previous Meetings

Minutes of the October 12 and October 22, 2020 meetings are attached.

10.2. Personnel

10.2.1. Contract Approval

**Layne Johnson**

- January - May 2021 -- Junior High Special Education Teacher
- To be conferred Dec. 2020 - Bachelor of Science, Special/Elementary Education, Northern State University, Aberdeen, SD
- Student Teaching at Jefferson Elementary Fall, 2020.

**Katelynn Weinandt**

- Jan-May 2021 - English/Language Arts Teacher at Norfolk Senior High School
- To be conferred Dec. 2020 - Bachelor of Arts, English/Language Arts, Doane University, Crete, NE
- August 2020-present, Student Teaching and Teaching (simultaneously) at Norfolk Senior High School

10.2.2. Resignations

Elizabeth Edmisten--4th grade Teacher at Jefferson Elementary School

10.3. Claims

Attached are the claims for the month of November, 2020. These claims were reviewed earlier today by our Finance and Facility Committee. Also attached are the conflict statements on specific claims that need to be read before voting.

11. Action Items

11.1. Discuss, Consider and Take Action to Approve the Addition of a Remote Learning Option for Students Second Semester of the 2020-2021 School Year

Motion to Approve the Addition of a Remote Learning Option for Students Second Semester of the 2020-2021 School Year at 7:58 PM passed with a motion by Bob Waite and a second by Dr. Patti Gubbels.

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

11.2. Discuss, Consider and Approve the 2021-2022 Negotiated Agreement for Certificated Staff, as Negotiated with the NCEA

This agreement provides an overall salary increase of 2.24%. When including benefits, FICA, and retirement the total cost is a 3.4% total package. This is a strong agreement that keeps certified employees from going backwards with their out of pocket Health Insurance cost and a competitive base wage when hiring and competing for quality instructional staff.

Motion to approve the 2021-2022 Negotiated Agreement for Certificated Staff, as Negotiated with the NCEA at 7:59 PM passed with a motion by Tammy Day and a second by Arnie Robinson.

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

11.3. Discuss, Consider and Take Action to Approve the Hiring of an Additional Special Education Teacher for Second Semester Bel Air Caseloads

Motion to Approve the Hiring of an Additional Special Education Teacher at Bel Air Elementary for Second Semester at 8:03 PM passed with a motion by Bob Waite and a second by Arnie Robinson.

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

11.4. Discuss, Consider and Take Action to Approve Temporary COVID Bonuses for Substitutes We are facing a significant substitute shortage due to COVID-19. We are hoping that the attached incentive recommendations will help alleviate some of that shortage.

Motion to approve Temporary COVID Bonuses for Substitutes at 8:05 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 :	Absent	Sandy Wolfe:	Yea

11.5. Discuss, Consider and Take Action to Approve an Increase in the Compensation Provided to Teachers When They Sub During Their Plan Periods

This amount has not been increased in several years. I am recommending that it be increased from \$20 per period to 1/7.5 of the daily per diem rate of the base salary for certificated staff. Currently, that amount would be \$27/hour. However, it would automatically increase each year based upon the base pay provided to teachers. This will insure that amount is proportionate to their overall pay, as negotiated by the NCEA.

Motion to Approve an Increase in the Compensation Provided to Teachers When They Sub During Their Plan Periods at 8:08 PM passed with a motion by Dr. Patti Gubbels and a second by Bob Waite.

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

- 11.6. Discuss, Consider and Take Action to Approve the 2021-2022 Calendar  
The proposed calendar was created through collaboration between the administration and the Calendar Committee. It is very similar to our 2019-2020 calendar. There are two changes worth noting.

1. It is recommended that we only have half our students on the first and second day of school. We did this at the beginning of this school year and it worked well. Staff and administration both indicate that it helped them develop relationships with students and teach expectations/procedures.
2. Staff Appreciation has been moved to the first Early Out in May, rather than the last. Staff have indicated that they are anxious to be in their classrooms on that last Wednesday and would rather have it early in the month.

Motion to approve the 2021-2022 Calendar at 8:10 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 :	Absent	Sandy Wolfe:	Yea

- 11.7. Discuss, consider and take action to grant permission to let bids for Grades K-2 TWIG Science Program and Materials

Motion to grant permission to let bids for Grades K-2 TWIG Science Program and Materials at 8:11 PM passed with a motion by Bob Waite and a second by Dr. Patti Gubbels.

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

- 11.8. Discuss, Consider and Take Action to approve the first reading of Board Polices 6283-6920 (Instruction)

See Policy Committee Report for details regarding changes recommended to the following policies:

- 6283 -- Concussions
- 6284 -- Initiations, Hazing, Secret Clubs and Outside Organizations
- 6286 -- Return to Learn from Cancer
- 6290-- Dedications and Commencement
- 6300 -- Selection and Review of Instructional and Media Materials
- 6310-- Textbook Loans
- 6320 -- Parent Requests for Exclusion
- 6360 -- Recognition of Religious Beliefs and Customs
- 6361 -- Acknowledgement of Religious Holidays
- 6362 -- Religion in the Curriculum
- 6363 -- Purpose of Religion in the Curriculum
- 6370 -- Multicultural Education
- 6380 -- Equal Opportunity: Instruction Program
- 6390 -- Controversial Issues
- 6391 -- Controversial Issues in the Classroom
- 6400 -- Parental/Community Involvement in Schools
- 6410 -- Combined District and School Title I Parent and Family Engagement Policy
- 6500 -- Free and Reduced Price Meals
- 6600 --Special Education Policies and Regulations
- 6700 -- Firearm Policy
- 6800- Computer -- Internet Safety and Acceptable Use Policy

6900 -- Chronic Infectious Disease Practice and Procedure

6910 -- Dispensing Medications

6920 -- Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Motion to approve the first reading of Board Polices 6283-6920 (Instruction) at 8:12 PM passed with a motion by Bob Waite and a second by Tammy Day.

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

- 11.9. Discuss, consider and take action to approve the first reading of board policies 4025 (Professional Boundaries), 4031 (Injury Leave), 5008 (Attendance Policy and Excessive Absenteeism), 8342 (Designated Method of giving Notice of Meetings), and 4270 (Staff Payments During Closure)

See Policy Committee Report

Motion to approve the first reading of the policies listed at 8:13 PM passed with a motion by Tammy Day and a second by Arnie Robinson.

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

- 11.10. Discuss, consider and take action to approve the second and final reading of board policies 6000-6282 related to instruction

See Policy Committee Report for details regarding changes recommended to the following policies:

6000: General Policy Statement

6010: Scope of Instructional Program

6020: the Program of Instruction

6021: Copyright Piracy

6110: School Instructional Hours

6111: Classroom Environment

6112: School Day for Students

6113: Limitations on Minimum Class Size

6114: Emergencies

6115: Fire Drills, Emergency Plans

6116: Emergency Dismissal or Cancellation

6117: Ceremonies, Observances, and the Pledge of Allegiance

6118: Attendance Area boundary Line Review

6119: Attendance Districts

6120: Safe schools Policy

6200: Objectives of the Instructional Program

6210: Curriculum- Development and Adoption

6211: Curriculum – Assessments

6212- Assessments - Academic Content Standards

6213: Reading Instruction and Improvement

6220: Experimental/Innovative Program

6230: Curriculum guides

6240: Homework

6250: Grades

6260: Guidance

6270: Field Trips

- 6271: School Activity Trip Drivers
- 6280: Activities
- 6281: Activities Fund Management
- 6282: School Colors

Motion to approve the second and final reading of board policies 6000-6282 related to instruction at 8:14 PM passed with a motion by Dr. Patti Gubbels and a second by Tammy Day.

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

- 11.11. Discuss, consider and take action to approve the resignation of Dr. Patti Gubbels, effective December 31, 2020

Motion to approve the resignation of Dr. Patti Gubbels, effective December 31, 2020 at 8:16 PM passed with a motion by Tammy Day and a second by Bob Waite.

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

12. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, December 14, 2020. The Business Meeting will begin at 5:30 PM. All components of these meetings 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.

13. Executive Session -- To Discuss Staffing Issues-- As Needed to Protect the Interest of the District

- 13.1. Convene Executive Session -- To Discuss Staffing Issues-- As Needed to Protect the Interest of the District

Motion to Convene Executive Session to Discuss Staffing Issues -- As Needed to Protect the Interest of the District at 8:20 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 :	Absent	Sandy Wolfe:	Yea

- 13.2. Reconvene Meeting from Executive Session

The meeting reconvened from the Executive Session at 9:09 PM.

14. Adjournment

The meeting adjourned at 9:09 PM.

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Chairperson

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Superintendent

**Board of Education Special Meeting**

Friday, December 4, 2020 12:00 PM

Norfolk Public School's Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

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

1. Date Public Notice Appeared in the Norfolk Daily News: November 28, 2020

2. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 12:01 PM.

2.1. Roll Call—See attendance above.

Motion to excuse Bruce Mitchell at 12:01 PM passed with a motion by Tammy Day and a second by Arnie Robinson.

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

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 posted in the board room for your review. A copy of the agenda is available at the desk of the recording secretary.

3. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, December 14, 2020 at 5:30 PM.

4. Executive Session -- to Discuss Staffing and Administration Salaries-- as Needed to Protect the Interest of the District

4.1. Convene Executive Session --to Discuss Staffing and Administration Salaries-- as Needed to Protect the Interest of the District

Motion to Convene Executive Session -- to Discuss as Needed -- Administration Salaries to Protect the Interest of the District at 12:05 PM passed with a motion by Bob Waite and a second by Arnie Robinson.

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

4.2. Reconvene Meeting from Executive Session

The meeting reconvened from the Executive Session at 1:02 PM.

4.3. Approval of Any Action Deemed Necessary as a Result of Executive Session  
See the motion below.

5. Discuss, consider and take action regarding staffing and calendar concerns

Motion to approve the designation of Dec 7 & 14 as No Student Days - teacher work days. Make Jan 5 a no student day if learning model changed. Allow Dr. Thompson to change learning models if needed in the future at 1:21 PM passed with a motion by Bob Waite and a second by Dr. Patti Gubbels.

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

6. Adjournment  
The meeting adjourned at 1:21 PM.

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Chairperson

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Superintendent

DECEMBER 14, 2020

NORFOLK PUBLIC SCHOOLS  
NORFOLK, NEBRASKA

**GENERAL FUND**

1	ADVANCE AUTO PARTS	BRK PAD	01 2712 610 1 001 000	\$40.29
2		TRUCK BEDLINER	01 2650 610 1 001 000	\$46.00
3			01 2650 610 2 001 000	\$45.99
4	ADVANCE AUTO PARTS Total			\$132.28
5	AGRI-CITY INSURANCE	2021 INSURANCE	01 2650 520 1 001 000	\$64,543.20
6			01 2650 520 2 001 000	\$64,543.20
7			01 2710 520 1 001 000	\$64,543.20
8			01 2710 520 2 001 000	\$64,543.20
9			01 2712 520 1 001 000	\$64,543.20
10	AGRI-CITY INSURANCE Total			\$322,716.00
11	AKRS EQUIPMENT SOLUTIONS,	IDLER FOR JD #6	01 2630 610 1 001 000	\$78.49
12			01 2630 610 2 001 000	\$78.49
13		PARTS FOR JD BROOM	01 2630 610 1 001 000	\$205.81
14			01 2630 610 2 001 000	\$205.80
15		SNOW BLOWER PARTS	01 2630 610 1 001 000	\$118.76
16			01 2630 610 2 001 000	\$118.75
17	AKRS EQUIPMENT SOLUTIONS, Total			\$806.10
18	APPEARA	MOPS	01 2610 431 1 001 000	\$128.70
19			01 2610 431 2 001 000	\$128.70
20		NJHS LOGO	01 2410 340 2 141 002	\$78.73
21		RUG CLEANING	01 2410 340 2 141 002	\$78.73
22			01 2410 340 2 209 001	\$131.36
23		WORK SHIRTS	01 2610 431 1 001 000	\$157.06
24			01 2610 431 2 001 000	\$157.05
25			01 2620 431 1 001 000	\$39.27
26			01 2620 431 2 001 000	\$39.26
27		WORKSHIRTS	01 2610 431 1 001 000	\$49.79

28			01 2610 431 2 001 000	\$49.78
29			01 2620 431 1 001 000	\$12.45
30			01 2620 431 2 001 000	\$12.45
31	APPEARA Total			\$1,063.33
32	ARKFELD, KAREN	MILEAGE TO STAFF	01 1200 333 1 004 000	\$34.73
33			01 1200 333 2 004 000	\$34.73
34	ARKFELD, KAREN Total			\$69.46
35	ASPM LANDSCAPES, LLC	SNOW REMOVAL	01 2630 420 1 001 014	\$1,690.00
36			01 2630 420 1 001 021	\$850.00
37			01 2630 420 2 001 001	\$3,010.00
38	ASPM LANDSCAPES, LLC Total			\$5,550.00
39	B & A WELDING INC	STEEL	01 2620 610 1 001 000	\$15.60
40			01 2620 610 2 001 000	\$15.60
41	B & A WELDING INC Total			\$31.20
42	BARNHILL ENTERPRISES LLC	HUMIDIFIERS	01 1100 610 2 118 002	\$85.00
43	BARNHILL ENTERPRISES LLC Total			\$85.00
44	BAUER BUILT, INC	FLAT TIRE REPAIR	01 2650 340 1 001 000	\$9.50
45			01 2650 340 2 001 000	\$9.50
46		TIRES	01 2650 610 1 001 000	\$316.28
47			01 2650 610 2 001 000	\$316.28
48	BAUER BUILT, INC Total			\$651.56
49	BENDER, DENISE	STAFF MILEAGE	01 1100 333 1 001 000	\$73.80
50			01 1100 333 2 001 000	\$73.80
51	BENDER, DENISE Total			\$147.60
52	BENNETT, AMY	STAFF MILEAGE	01 2151 333 1 004 000	\$49.05
53	BENNETT, AMY Total			\$49.05
54	BLAYLOCK, JILL M	MILEAGE TO STAFF	01 6200 333 1 028 000	\$53.36
55	BLAYLOCK, JILL M Total			\$53.36
56	BOMGAARS SUPPLY	BOLTS	01 2620 610 1 001 000	\$12.99
57			01 2620 610 2 001 000	\$12.98
58		CAULK	01 2620 610 1 001 000	\$2.50
59			01 2620 610 2 001 000	\$2.49
60		FASTENERS	01 2620 610 1 001 000	\$16.05
61			01 2620 610 2 001 000	\$16.05

62		FASTENERS/BOLTS	01 2620 610 1 001 000	\$1.83
63			01 2620 610 2 001 000	\$1.82
64		SCREWS	01 2620 610 1 001 000	\$8.50
65			01 2620 610 2 001 000	\$8.49
66		SOLAR SALT	01 2620 610 2 001 001	\$276.57
67		SUPPLIES	01 2620 610 1 001 000	\$13.49
68			01 2620 610 2 001 000	\$13.49
69		VALVES	01 2620 610 1 001 000	\$12.29
70			01 2620 610 2 001 000	\$12.28
71		ZIP TIES	01 2620 610 1 001 010	\$14.49
72	BOMGAARS SUPPLY Total			\$426.31
73	BOYS TOWN	MISC EXPENDITURES	01 1200 890 1 004 000	\$400.14
74		TUITION	01 1200 561 1 004 000	\$2,449.86
75	BOYS TOWN Total			\$2,850.00
76	BRUHA, ALEXIS	MILEAGE TO STAFF	01 1291 333 1 004 021	\$21.11
77			01 1292 333 1 004 000	\$21.10
78	BRUHA, ALEXIS Total			\$42.21
79	CAROLINA BIOLOGICAL	SUPPLIES	01 1100 610 2 206 001	\$235.08
80	CAROLINA BIOLOGICAL Total			\$235.08
81	CBS CONSTRUCTORS	ELEVATED ADA PLATFORM & RAMP	01 2620 431 2 001 001	\$24,100.00
82	CBS CONSTRUCTORS Total			\$24,100.00
83	CDW GOVERNMENT, INC	ASUS CHROMEBOOK-LUTHERAN	01 6996 650 1 945 000	\$364.16
84			01 6996 650 2 945 000	\$364.15
85		DELL 3100	01 6200 650 1 028 000	\$22,033.20
86		GOOGLE CHROME LICENSE	01 6200 650 1 028 000	\$1,440.00
87	CDW GOVERNMENT, INC Total			\$24,201.51
88	CENTURY LUMBER CO	SCREWS	01 2620 610 1 001 000	\$23.93
89			01 2620 610 2 001 000	\$23.92
90	CENTURY LUMBER CO Total			\$47.85
91	CITY OF NORFOLK	BRUSH WASTE	01 2630 420 1 001 000	\$1.50
92			01 2630 420 2 001 000	\$1.50
93		WATER	01 2610 410 1 001 000	\$552.57
94			01 2610 410 1 001 003	\$726.49
95			01 2610 410 1 001 004	\$584.75

96			01 2610 410 1 001 005	\$355.64
97			01 2610 410 1 001 008	\$650.81
98			01 2610 410 1 001 009	\$663.94
99			01 2610 410 1 001 010	\$199.33
100			01 2610 410 2 001 000	\$552.57
101			01 2610 410 2 001 002	\$1,379.94
102	CITY OF NORFOLK Total			\$5,669.04
103	CORNHUSKER INTERNATIONAL	CLAMP	01 2712 610 1 001 000	\$8.43
104	CORNHUSKER INTERNATIONAL Total			\$8.43
105	CRAVEN, SHEILA	MILEAGE PAID TO CONTRACTED	01 2161 334 1 004 000	\$32.14
106			01 2162 334 1 004 000	\$7.42
107		PROFESSIONAL EDUCATIONAL	01 2161 320 1 004 000	\$5,628.00
108			01 2162 320 1 004 000	\$1,859.25
109	CRAVEN, SHEILA Total			\$7,526.81
110	CUFFE, JESSICA	CDL PERMIT	01 2712 890 2 001 001	\$14.50
111	CUFFE, JESSICA Total			\$14.50
112	D & L TOWING, L.L.C.	BUS TOW	01 2710 340 1 001 000	\$145.00
113			01 2710 340 2 001 000	\$145.00
114	D & L TOWING, L.L.C. Total			\$290.00
115	DANIEL, JULIE	MILEAGE TO STAFF	01 2181 333 1 004 000	\$86.28
116			01 2181 333 2 004 000	\$86.28
117			01 2182 333 1 004 021	\$86.28
118			01 2183 333 1 004 000	\$86.28
119	DANIEL, JULIE Total			\$345.12
120	DECKER EQUIPMENT COMPANY	TRASH RECEPTACLES	01 2620 610 1 001 021	\$1,501.41
121	DECKER EQUIPMENT COMPANY Total			\$1,501.41
122	EAKES OFFICE PLUS	BINDERS	01 2310 890 1 033 000	\$6.32
123			01 2310 890 2 033 000	\$6.32
124			01 2670 610 1 035 000	\$8.58
125			01 2670 610 2 035 000	\$8.58
126		CALENDAR REFILL	01 2670 610 1 035 000	\$4.78
127			01 2670 610 2 035 000	\$4.77
128		CALENDAR/CALCULATOR RIBBON	01 2320 610 1 033 000	\$8.51
129			01 2320 610 2 033 000	\$8.51

130		COPIER LEASE	01 2510 340 1 001 000	\$6,124.54
131			01 2510 340 2 001 000	\$6,124.54
132		NAME PLATES	01 2310 610 1 033 000	\$14.53
133			01 2310 610 2 033 000	\$14.53
134		STAPLES	01 1100 610 1 201 003	\$98.00
135	EAKES OFFICE PLUS Total			\$12,432.51
136	ECHO GROUP INC	BULBS	01 2620 610 1 001 000	\$82.95
137			01 2620 610 2 001 000	\$82.95
138		SUPPLIES-TECHNOLOGY RELATED	01 2230 650 1 005 000	\$46.11
139			01 2230 650 2 005 000	\$46.11
140	ECHO GROUP INC Total			\$258.12
141	EDGENUITY INC	WEB/CLOUD BASED SOFTWARE	01 6996 643 2 945 000	\$37,000.00
142	EDGENUITY INC Total			\$37,000.00
143	EDMENTUM	CALVERT DIGITAL	01 6996 610 1 945 000	\$10,350.00
144			01 6996 610 2 945 000	\$10,350.00
145	EDMENTUM Total			\$20,700.00
146	EDUCATIONAL SERVICE UNIT	AUDIOLOGY SERVICES	01 2151 591 1 004 000	\$242.00
147			01 2151 591 2 004 000	\$1,452.00
148	EDUCATIONAL SERVICE UNIT Total			\$1,694.00
149	ELECTRIC ENGINEERING &	ELECTRICAL CORD	01 2610 610 1 001 000	\$38.44
150			01 2610 610 2 001 000	\$38.43
151	ELECTRIC ENGINEERING & Total			\$76.87
152	ELECTRONIC SYSTEMS	REPLACED DUCT/DETECTORS	01 2620 431 1 001 004	\$375.00
153	ELECTRONIC SYSTEMS Total			\$375.00
154	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 1 001 000	\$264.26
155			01 2510 340 2 001 000	\$264.24
156	ESSENTIAL SCREEN Total			\$528.50
157	ESU #6	THE POWER OF PLAY	01 6416 330 1 017 000	\$10.00
158	ESU #6 Total			\$10.00
159	ESU 8	LEVEL III EDUCATION	01 1200 591 2 004 000	\$4,500.00
160		MENTAL HEALTH	01 2141 591 2 014 000	\$8,640.00
161		SERVICE PURCHASED FROM ESU	01 1200 591 2 004 000	\$4,500.00
162			01 2141 591 2 014 000	\$8,640.00
163	ESU 8 Total			\$26,280.00

164	FASTENAL INDUSTRIAL &	BOLTS	01 2620 610 1 001 000	\$23.44
165			01 2620 610 2 001 000	\$23.43
166	FASTENAL INDUSTRIAL & Total			\$46.87
167	FERNAU, JESSICA	MILEAGE TO STAFF	01 1291 333 1 004 021	\$15.36
168			01 1292 333 1 004 000	\$15.35
169	FERNAU, JESSICA Total			\$30.71
170	FIRST CHOICE FOOD	ACTIVITIES MEETING LUNCH	01 2190 890 2 001 000	\$94.00
171		BOE DINNER 11/9/20	01 2310 890 1 033 000	\$25.55
172			01 2310 890 2 033 000	\$25.55
173	FIRST CHOICE FOOD Total			\$145.10
174	FLOOD COMMUNICATIONS/US 92	VIRTUAL BAND COMPETITION	01 1100 810 2 202 001	\$350.00
175	FLOOD COMMUNICATIONS/US 92 Total			\$350.00
176	FOX, CINDY	STAFF MILEAGE	01 2130 333 1 004 000	\$30.99
177			01 2130 333 2 004 000	\$30.99
178	FOX, CINDY Total			\$61.98
179	GLASS EDGE INC, THE	DOOR CLOSURES	01 2620 610 1 001 014	\$596.00
180	GLASS EDGE INC, THE Total			\$596.00
181	HACKER, LAURIE	MILEAGE TO STAFF	01 2151 333 1 004 000	\$21.74
182	HACKER, LAURIE Total			\$21.74
183	HAISCH, AMY	MILEAGE TO STAFF	01 2151 333 1 004 000	\$24.35
184			01 2152 333 1 004 021	\$24.35
185	HAISCH, AMY Total			\$48.70
186	HOFMANN PLUMBING	BACKFLOW TESTING	01 2620 431 1 001 021	\$225.00
187		BACKFLOW TESTS	01 2620 431 1 001 005	\$75.00
188			01 2620 431 1 001 012	\$75.00
189			01 2620 431 1 001 014	\$150.00
190			01 2620 431 2 001 001	\$150.00
191	HOFMANN PLUMBING Total			\$675.00
192	HOME DEPOT PRO, THE	CLEANERS/BOTTLES	01 6996 610 1 945 000	\$174.00
193			01 6996 610 2 945 000	\$174.00
194		DISINFECT SOL/GOGGLES/SPRAY	01 6996 610 1 945 000	\$115.71
195			01 6996 610 2 945 000	\$115.71
196		MASKS	01 6996 610 1 945 000	\$433.50
197		MASKS AND GLOVES	01 6996 610 1 945 000	\$242.70

198			01 6996 610 2 945 000	\$242.70
199		SUPPLIES	01 2610 610 1 001 000	-\$40.76
200			01 2610 610 2 001 000	-\$40.75
201	HOME DEPOT PRO, THE Total			\$1,416.81
202	HOMETOWN LEASING	COPIES	01 1100 340 1 104 010	\$833.30
203			01 1100 340 1 201 003	\$464.31
204			01 1100 340 1 302 004	\$405.39
205			01 1100 340 1 430 014	\$1,216.91
206			01 1100 340 1 602 005	\$298.93
207			01 1100 340 1 705 008	\$790.48
208			01 1100 340 1 819 009	\$469.52
209			01 1100 340 1 904 012	\$422.81
210			01 1100 340 2 141 002	\$830.54
211			01 1100 340 2 209 001	\$1,598.80
212			01 1125 340 2 209 001	\$16.47
213			01 1190 610 1 163 021	\$61.09
214			01 1200 610 1 004 000	\$464.31
215			01 1200 610 2 004 000	\$464.30
216			01 2530 340 1 001 000	-\$4,073.16
217			01 2530 340 2 001 000	-\$4,073.15
218			01 2620 431 0 001 000	\$8.26
219			01 6996 340 1 945 004	\$0.97
220			01 6996 340 1 945 010	\$35.50
221			01 6996 340 2 945 001	\$4.22
222			01 6996 340 2 945 002	\$0.71
223	HOMETOWN LEASING Total			\$240.51
224	HORSLEY, JESSICA	MILEAGE TO STAFF	01 1100 333 1 001 000	\$40.66
225			01 1100 333 2 001 000	\$40.65
226	HORSLEY, JESSICA Total			\$81.31
227	INITIATIVE ONE	ASSESSMENTS	01 2320 330 1 033 000	\$1,133.34
228			01 2320 330 2 033 000	\$1,133.33
229	INITIATIVE ONE Total			\$2,266.67
230	IOWA SFK LEASING INC	SNOW PLOW SUPPLIES	01 2630 610 1 001 000	\$396.03
231			01 2630 610 2 001 000	\$396.03

232	IOWA SFK LEASING INC Total			\$792.06
233	IXL LEARNING	IXL LICENSES	01 1100 643 1 028 000	\$1,750.00
234	IXL LEARNING Total			\$1,750.00
235	J W PEPPER, INC	CLASSROOM MUSIC	01 1100 610 2 207 001	\$26.99
236		JAZZ BAND MUSIC	01 1100 610 2 202 001	\$440.98
237		MUSIC	01 1100 610 2 202 001	\$822.10
238	J W PEPPER, INC Total			\$1,290.07
239	JAMES, ALLISON	MILEAGE TO STAFF	01 2181 333 1 004 000	\$25.25
240			01 2181 333 2 004 000	\$25.24
241			01 2182 333 1 004 021	\$25.24
242	JAMES, ALLISON Total			\$75.73
243	JOSTENS	DIPLOMA COVERS	01 2490 610 2 209 001	\$2,731.94
244	JOSTENS Total			\$2,731.94
245	KAUP, TAMI	MILEAGE TO STAFF	01 1200 333 2 004 000	\$18.52
246	KAUP, TAMI Total			\$18.52
247	KEARNEY HIGH SCHOOL	MARCHING BAND ENTRY FEE	01 1100 810 2 202 001	\$200.00
248	KEARNEY HIGH SCHOOL Total			\$200.00
249	KELLY SUPPLY COMPANY	BALL BEARINGS	01 2620 610 1 001 000	\$4.46
250			01 2620 610 2 001 000	\$4.46
251		BELTS	01 2620 610 1 001 003	\$15.20
252			01 2620 610 2 001 001	\$636.76
253		GATES STEM/ HYD ADPT	01 2620 610 1 001 000	\$17.42
254			01 2620 610 2 001 000	\$17.42
255		PVC	01 2620 610 1 001 000	\$2.98
256			01 2620 610 2 001 000	\$2.98
257	KELLY SUPPLY COMPANY Total			\$701.68
258	KNIGHT, KARLA	MILEAGE TO STAFF	01 2151 333 2 004 000	\$22.39
259			01 2152 333 1 004 021	\$22.39
260			01 2153 333 1 004 000	\$22.38
261	KNIGHT, KARLA Total			\$67.16
262	KONERT, NICOLE	MILEAGE TO STAFF	01 1200 333 1 004 000	\$43.65
263			01 1200 333 2 004 000	\$43.64
264	KONERT, NICOLE Total			\$87.29
265	KURITA AMERICA, INC.	WATER TREATMENT	01 2620 610 1 001 000	\$659.56

266			01 2620 610 2 001 000	\$659.55
267	KURITA AMERICA, INC. Total			\$1,319.11
268	KUSTOM PEST CONTROL	PROFESSIONAL SERVICES	01 2630 340 1 001 000	\$58.50
269			01 2630 340 1 001 003	\$39.00
270			01 2630 340 1 001 004	\$39.00
271			01 2630 340 1 001 005	\$39.00
272			01 2630 340 1 001 008	\$39.00
273			01 2630 340 1 001 009	\$39.00
274			01 2630 340 1 001 010	\$39.00
275			01 2630 340 1 001 012	\$39.00
276			01 2630 340 1 001 014	\$39.00
277			01 2630 340 1 001 021	\$39.00
278			01 2630 340 2 001 000	\$58.50
279			01 2630 340 2 001 001	\$78.00
280			01 2630 340 2 001 002	\$39.00
281	KUSTOM PEST CONTROL Total			\$585.00
282	LAMPERT, CHRISTINE	STAFF MILEAGE	01 1200 333 1 004 000	\$5.70
283			01 1200 333 2 004 000	\$5.69
284	LAMPERT, CHRISTINE Total			\$11.39
285	LAWSON PRODUCTS, INC	RESTOCK PART BINS	01 2620 610 1 001 000	\$51.59
286			01 2620 610 2 001 000	\$51.58
287	LAWSON PRODUCTS, INC Total			\$103.17
288	LEADER, SHARON	MILEAGE TO STAFF	01 2171 333 1 004 000	\$65.78
289			01 2171 333 2 004 000	\$65.78
290	LEADER, SHARON Total			\$131.56
291	LEWIS BRISBOIS BISGAARD &	LEGAL SERVICES FOR DATA BREACH	01 2330 317 1 001 000	\$459.00
292			01 2330 317 2 001 000	\$459.00
293	LEWIS BRISBOIS BISGAARD & Total			\$918.00
294	LITERACY RESOURCES, LLC	PHONEMIC AWARENESS CURRICULUM	01 1150 610 1 256 003	\$87.99
295	LITERACY RESOURCES, LLC Total			\$87.99
296	LOVE SIGNS, INC	MARQUEE	01 1190 610 1 163 021	\$112.50
297	LOVE SIGNS, INC Total			\$112.50
298	MASTERS TRANSPORTATION	STOP ARM CROSSING MOTOR	01 2710 610 1 001 000	\$101.67
299			01 2710 610 2 001 000	\$101.67

300	MASTERS TRANSPORTATION Total			\$203.34
301	MATHESON TRI-GAS INC.	GENERAL SUPPLIES	01 1100 610 2 211 001	\$696.04
302		WELDING SUPPLIES	01 2620 610 1 001 000	\$34.60
303			01 2620 610 2 001 000	\$34.59
304	MATHESON TRI-GAS INC. Total			\$765.23
305	MATTEO SAND & GRAVEL	ICE CONTROL	01 2630 610 1 001 000	\$110.06
306			01 2630 610 2 001 000	\$110.06
307	MATTEO SAND & GRAVEL Total			\$220.12
308	MCGUIRE, BILL	PARENT MILEAGE	01 2713 332 1 004 021	\$211.60
309	MCGUIRE, BILL Total			\$211.60
310	MCNALLY, JILL	RBI COACH	01 6416 340 1 017 000	\$1,000.00
311	MCNALLY, JILL Total			\$1,000.00
312	MEAD LUMBER AND RENTAL	SUPPLIES	01 1100 610 2 211 001	\$175.57
313	MEAD LUMBER AND RENTAL Total			\$175.57
314	MEISINGER OIL CO	NOLEAD	01 2650 626 1 001 000	\$2,842.20
315			01 2650 626 2 001 000	\$2,842.20
316			01 2712 626 1 001 000	\$1,421.10
317	MEISINGER OIL CO Total			\$7,105.50
318	MENARDS	BITS AND PIPE	01 2620 610 1 001 014	\$57.36
319		CONCRETE MIX/TERMINAL CAP	01 2620 610 2 001 001	\$45.30
320		DOOR STOP/LIGHT BULBS	01 2620 610 1 001 000	\$14.86
321			01 2620 610 2 001 000	\$14.86
322		NAILS	01 2620 610 1 001 000	\$4.69
323			01 2620 610 2 001 000	\$4.69
324		SLOAN VACUUM BREAKER KIT	01 2620 610 1 001 005	\$8.99
325			01 2620 610 1 001 021	\$5.49
326		STORAGE CONTAINERS	01 2620 610 1 001 000	\$6.87
327			01 2620 610 2 001 000	\$6.87
328		SUPPLIES	01 2620 610 1 001 000	\$22.86
329			01 2620 610 2 001 000	\$22.85
330		TOILET PLUNGER AND PUTTY	01 2610 610 1 001 000	\$6.88
331			01 2610 610 2 001 000	\$6.88
332		YELLOW PAINT	01 2620 610 1 001 000	\$26.98
333			01 2620 610 2 001 000	\$26.98

334	MENARDS Total			\$283.41
335	MID-WEST 3D SOLUTIONS, LLC	MAKERBOT PACKAGES	01 6700 610 2 028 001	\$1,949.00
336	MID-WEST 3D SOLUTIONS, LLC Total			\$1,949.00
337	MIDWEST TURF & IRRIGATION	SPRINKLER SUPPLIES	01 2630 610 1 001 000	\$185.26
338			01 2630 610 2 001 000	\$185.27
339	MIDWEST TURF & IRRIGATION Total			\$370.53
340	MILLER, AMY	MILEAGE PAID TO CONTRACTED	01 2171 334 1 004 000	\$74.41
341			01 2172 334 1 004 000	\$25.76
342			01 2173 334 1 004 000	\$35.88
343		PROFESSIONAL EDUCATIONAL	01 2171 320 1 004 000	\$4,924.50
344			01 2172 320 1 004 000	\$1,742.00
345			01 2173 320 1 004 000	\$1,457.25
346	MILLER, AMY Total			\$8,259.80
347	MILLS, JERRETT	ACTIVITY WORKER	01 2190 120 2 001 000	\$27.75
348	MILLS, JERRETT Total			\$27.75
349	MITCHELL, ALLEN	ACTIVITY WORKER	01 2190 120 2 001 000	\$27.75
350	MITCHELL, ALLEN Total			\$27.75
351	MODEL ELECTRIC INC	CHANGED LED DRIVER	01 2620 431 1 001 021	\$63.00
352		CHANGED OUT LIGHTS IN CARSON	01 2620 431 2 715 001	\$170.00
353	MODEL ELECTRIC INC Total			\$233.00
354	MYERS, YAIRA	INTERPRETER	01 1150 350 1 004 003	\$49.14
355	MYERS, YAIRA Total			\$49.14
356	NAPA OF NORFOLK	WIPER BLADES	01 2650 610 1 001 000	\$7.69
357			01 2650 610 2 001 000	\$7.69
358	NAPA OF NORFOLK Total			\$15.38
359	NARANJO, KATHY	TRANSLATING FOR PTC	01 1150 350 1 004 008	\$92.87
360	NARANJO, KATHY Total			\$92.87
361	NATIONAL ART & SCHOOL	COOP SUPPLIES	01 1190 610 1 163 021	\$81.90
362			01 1291 610 1 017 021	\$81.90
363	NATIONAL ART & SCHOOL Total			\$163.80
364	NATIONAL STUDENT	STUDENT TRACKER	01 2410 610 2 209 001	\$425.00
365	NATIONAL STUDENT Total			\$425.00
366	NCS PEARSON	ARTICULATION TESTS	01 2151 610 1 024 000	\$98.06
367			01 2151 610 2 024 000	\$98.06

368		TESTING SUPPLIES	01 2141 610 1 014 000	\$837.57
369			01 2141 610 2 014 000	\$837.58
370			01 2142 610 1 014 000	\$134.00
371	NCS PEARSON Total			\$2,005.27
372	NCSA	TITLE IX TRAINING	01 2670 330 1 035 000	\$75.00
373			01 2670 330 2 035 000	\$75.00
374	NCSA Total			\$150.00
375	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 410 1 001 000	\$2,006.35
376			01 2610 410 1 001 004	\$1,552.85
377			01 2610 410 1 001 005	\$2,124.59
378			01 2610 410 1 001 008	\$1,792.68
379			01 2610 410 1 001 009	\$1,409.16
380			01 2610 410 1 001 010	\$1,562.47
381			01 2610 410 1 001 014	\$8,342.12
382			01 2610 410 2 001 000	\$2,006.34
383			01 2610 410 2 001 001	\$33,161.28
384			01 2610 410 2 001 002	\$10,380.14
385	NEBRASKA PUBLIC POWER Total			\$64,337.98
386	NEBRASKA STATE FIRE	ANNUAL INSPECTION	01 2620 431 1 001 000	\$60.00
387			01 2620 431 1 001 014	\$120.00
388			01 2620 431 2 001 000	\$60.00
389			01 2620 431 2 001 002	\$120.00
390		INSPECTIONS	01 2620 431 1 001 005	\$120.00
391			01 2620 431 2 001 001	\$120.00
392		STORAGE TANKS	01 2610 610 2 001 000	\$120.00
393			01 2620 610 1 001 000	\$120.00
394	NEBRASKA STATE FIRE Total			\$840.00
395	NELSON, SARAH	MILEAGE TO PARENTS	01 2713 332 1 004 021	\$41.40
396	NELSON, SARAH Total			\$41.40
397	NIELSON, SONYA	SLP LICENSE RENEWAL	01 2670 330 1 035 000	\$140.00
398	NIELSON, SONYA Total			\$140.00
399	NMG LLC DBA NORFOLK WORKS	DOT PHYSICALS	01 2570 340 1 901 000	\$262.50
400			01 2570 340 2 901 000	\$262.50
401	NMG LLC DBA NORFOLK WORKS Total			\$525.00

402	NORFOLK AREA CONCERT	REFUND OF CANCELLED CONCERTS	01 1800	\$1,600.00
403			01 2510 110 2 001 001	\$1,205.00
404			01 2610 110 2 001 001	\$300.00
405	NORFOLK AREA CONCERT Total			\$3,105.00
406	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEETINGS	01 2320 890 1 033 000	\$14.22
407			01 2320 890 2 033 000	\$14.22
408	NORFOLK COUNTRY CLUB Total			\$28.44
409	NORFOLK DAILY NEWS	ADVERTISING	01 2310 540 1 001 000	\$16.07
410			01 2310 540 2 001 000	\$16.07
411			01 2510 540 1 001 000	\$55.54
412			01 2510 540 1 028 000	\$1.80
413			01 2510 540 1 901 000	\$217.51
414			01 2510 540 2 001 000	\$55.54
415			01 2510 540 2 028 000	\$1.80
416			01 2510 540 2 901 000	\$217.50
417	NORFOLK DAILY NEWS Total			\$581.83
418	NORFOLK WINSUPPLY	AERATOR	01 2620 610 1 001 021	\$63.90
419		P/T RELF VALVE	01 2620 610 1 001 012	\$136.09
420		PLEATED FILTERS	01 2620 610 1 001 000	\$238.74
421			01 2620 610 1 001 003	\$132.24
422			01 2620 610 1 001 005	\$222.36
423			01 2620 610 1 001 008	\$127.92
424			01 2620 610 2 001 000	\$238.74
425			01 2620 610 2 001 002	\$1,040.16
426	NORFOLK WINSUPPLY Total			\$2,200.15
427	NORTHEAST COMMUNITY	CPR RENEWALS	01 2130 330 1 004 000	\$72.00
428			01 2130 330 2 004 000	\$72.00
429	NORTHEAST COMMUNITY Total			\$144.00
430	NPS SUBSIDIARY	ABE BOOKS #47	01 1150 610 1 755 008	\$0.62
431		AIR VALVE #9	01 2650 610 1 001 000	\$132.95
432			01 2650 610 2 001 000	\$132.95
433		BAND SAW #5	01 6700 731 2 028 001	\$5,029.00
434		BASKET BINS/ENVELOPES/FOLDERS	01 1100 610 1 904 012	\$87.04
435		BATTERIES #32	01 1100 610 2 141 002	\$49.98

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BOE FINANCE MEETING MEAL #24	01 2510 890 2 001 000	\$19.62
BOE FINANCE MEETING MEAL #24	01 2510 890 1 001 000	\$19.63
BUS PARTS #9	01 2710 610 1 001 000	\$407.62
	01 2710 610 2 001 000	\$407.61
CABINET HANDLE #48	01 1100 610 1 904 012	-\$3.67
CABLE BOXES	01 2410 340 2 209 001	\$11.89
	01 2510 340 1 001 000	\$2.76
	01 2510 340 2 001 000	\$2.76
	01 2670 340 1 035 000	\$2.76
	01 2670 340 2 035 000	\$2.77
CELL PHONES	01 2670 382 1 035 000	\$203.20
	01 2670 382 2 035 000	\$203.19
	01 2710 382 1 001 000	\$196.94
	01 2710 382 2 001 000	\$196.94
	01 3541 382 1 004 000	\$155.61
	01 6910 382 1 004 000	\$51.87
	01 6968 382 1 001 014	\$31.51
	01 6968 382 2 001 002	\$31.51
CHARACTER ED SUPPLIES #49	01 2410 610 1 430 014	\$27.96
CHOP SAW #5	01 6700 610 2 028 001	\$149.99
CHROMEBOOK BATTERIES #33	01 2230 650 1 005 000	\$499.90
	01 2230 650 2 005 000	\$499.90
CLASSROOM SUPPLIES #26	01 1100 610 2 204 001	\$80.45
CLASSROOM SUPPLIES #42	01 2151 610 1 156 010	\$157.08
CLASSROOM SUPPLIES #5	01 1200 610 2 258 001	\$20.64
CLASSROOM SUPPLY #26	01 1100 610 2 204 001	\$122.17
	01 1200 610 2 258 001	\$32.24
CORD ROPE #12	01 1100 610 2 141 002	\$12.00
CULINARY LAB SUPPLIES #5	01 1100 610 2 204 001	\$119.77
DEPENDENT/HEALTHCARE	01 2510 340 1 001 000	\$274.03
	01 2510 340 2 001 000	\$274.02
ELECTRIC CLUTCH/GEAR BOX #9	01 2620 610 1 001 000	\$457.50
	01 2620 610 2 001 000	\$457.50
ELECTRICITY	01 2610 621 1 001 012	\$1,856.78

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	01 2610 621 1 001 021	\$1,213.92
ENVELOPES #42	01 1100 610 1 104 010	\$23.39
ENVELOPES #49	01 2410 610 1 430 014	-\$23.92
FABIC #12	01 6996 610 1 945 000	\$20.80
FABRIC #12	01 6996 610 2 945 000	\$20.79
FILTERS #41	01 1100 610 2 205 001	\$37.96
FLAGS AND WALL BRACKETS #32	01 1100 610 2 141 002	\$81.56
FOOD LAB SUPPLIES #32	01 1100 610 2 111 002	\$41.55
FOOD PROCESSOR #31	01 6700 610 2 028 001	\$549.00
GENERAL SUPPLIES #15	01 1100 610 1 801 009	\$3.98
HEALTH OFFICE SUPPLIES #49	01 2130 610 1 425 014	\$27.86
KITCHEN SUPPLIES #24	01 2310 610 1 033 000	\$24.26
	01 2310 610 2 033 000	\$24.26
LAB SUPPLIES #32	01 1100 610 2 111 002	\$14.93
LABELS #33	01 6996 610 1 945 000	\$10.53
	01 6996 610 2 945 000	\$10.53
MADE FOR ME LITERACY #32	01 1200 610 2 195 002	\$162.64
MAILING SYSTEM	01 2510 531 1 001 000	\$82.93
	01 2510 531 2 001 000	\$82.92
MASKS #9	01 6996 610 1 945 000	\$149.40
	01 6996 610 2 945 000	\$149.40
MEETING SUPPLIES #8	01 2211 610 1 901 000	\$14.49
	01 2211 610 2 901 000	\$14.49
	01 2214 610 1 901 000	\$14.49
	01 2214 610 2 901 000	\$14.50
MOSYLE	01 2230 340 1 005 000	\$13.74
	01 2230 340 2 005 000	\$13.74
NATURAL GAS	01 2610 621 1 001 000	\$82.13
	01 2610 621 1 001 003	\$44.77
	01 2610 621 1 001 004	\$92.32
	01 2610 621 1 001 005	\$283.74
	01 2610 621 1 001 008	\$172.72
	01 2610 621 1 001 009	\$32.17
	01 2610 621 1 001 010	\$36.54

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	01 2610 621 1 001 012	\$164.02
	01 2610 621 1 001 014	\$139.28
	01 2610 621 1 001 021	\$683.02
	01 2610 621 2 001 000	\$82.12
	01 2610 621 2 001 001	\$986.17
	01 2610 621 2 001 002	\$1,107.84
NE.GOV	01 2510 350 1 001 000	\$51.00
	01 2510 350 2 001 000	\$51.00
OFFICE SUPPLIES #32	01 1100 610 2 141 002	\$52.16
ONLINE SUBSCRIPTION	01 2151 643 1 004 000	\$148.50
	01 2152 643 1 004 000	\$99.00
	01 2153 643 1 004 000	\$49.50
PADLOCKS #49	01 1200 610 1 492 014	\$6.97
PAPER STRIPS #32	01 1100 610 2 137 002	\$17.98
PARAGRAPH PRACTICE #42	01 1200 610 1 153 010	\$64.05
PARCEL DELIVERY #26	01 2410 531 2 209 001	\$12.75
PE SUPPLIES #41	01 1100 610 2 226 001	\$1,062.00
PIVO POD SILVER #49	01 1100 650 1 430 014	\$796.00
POSTAGE #32	01 2410 531 2 141 002	\$11.98
POSTAGE #46	01 2410 531 1 802 009	\$35.00
PRESSURE SWITCH #9	01 2650 610 1 001 000	\$55.96
	01 2650 610 2 001 000	\$55.95
RECORD BOOKING PLATFORM #40	01 6700 350 2 028 001	\$325.00
RENEWAL/M MUELLER	01 6310 643 1 028 000	\$75.00
	01 6310 643 2 028 000	\$74.99
SCIENCE SUPPLIES #32	01 1100 610 2 138 002	\$121.41
SCREENCAST O MATIC	01 2214 610 1 901 000	\$9.00
	01 2214 610 2 901 000	\$9.00
SENSORY ITEMS FOR LIFE PROGRAM	01 1200 610 2 195 002	\$144.14
SEWING SUPPLIES #32	01 6996 610 2 945 000	\$40.96
SHREDDING	01 2410 340 2 209 001	\$35.00
SOCIAL ETIQUETTE LESSON #40	01 1200 610 2 258 001	\$38.72
SPELLING BEE #32	01 1100 610 2 136 002	\$175.00
SPOONS #49	01 1100 610 1 430 014	\$15.09

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STAMPS #47	01 2410 531 1 704 008	\$56.60
STAPLES	01 1100 610 1 104 010	\$98.00
STEM SUPPLIES #32	01 3535 610 2 115 002	\$52.11
STORAGE TOTE #28	01 2410 610 2 209 001	\$39.92
SUPPLIES	01 2650 610 1 001 000	\$20.90
	01 2650 610 2 001 000	\$20.89
SUPPLIES #17	01 1100 610 1 602 005	\$23.29
SUPPLIES #18	01 1100 610 1 201 003	\$74.89
SUPPLIES #27	01 2410 610 2 209 001	\$23.88
SUPPLIES #28	01 1100 610 2 211 001	\$211.17
SUPPLIES #31	01 1100 610 2 204 001	\$93.00
SUPPLIES #32	01 1100 610 2 134 002	\$30.59
SUPPLIES #33	01 2230 650 1 005 000	\$64.79
	01 2230 650 2 005 000	\$64.79
SUPPLIES #41	01 1100 610 2 208 001	\$24.96
SUPPLIES #42	01 2410 610 1 104 010	\$52.77
SUPPLIES #43	01 1100 610 1 215 003	\$23.99
	01 1100 610 1 220 003	\$23.98
SUPPLIES #45	01 1100 610 1 602 005	\$113.68
	01 1100 610 1 610 005	\$47.03
SUPPLIES #46	01 1200 610 1 020 009	\$244.61
SUPPLIES #47	01 1150 610 1 755 008	\$219.84
SUPPLIES FOR NGH #2	01 6200 610 2 028 000	\$2,295.29
SUPPLY #8	01 2211 610 1 901 000	\$5.00
	01 2211 610 2 901 000	\$5.00
TAXIDERMY SUPPLY #26	01 6700 731 2 028 001	\$309.53
TEAM ADVANTAGE ANNUAL PLAN #2	01 1100 340 1 028 000	\$450.00
	01 1100 340 2 028 000	\$450.00
TELEPHONE	01 2510 382 1 001 000	\$148.05
	01 2510 382 1 001 003	\$98.14
	01 2510 382 1 001 004	\$98.14
	01 2510 382 1 001 005	\$110.63
	01 2510 382 1 001 008	\$98.58
	01 2510 382 1 001 009	\$104.61

572			01 2510 382 1 001 010	\$98.58
573			01 2510 382 1 001 012	\$94.66
574			01 2510 382 1 001 014	\$205.55
575			01 2510 382 1 001 021	\$98.14
576			01 2510 382 2 001 000	\$148.04
577			01 2510 382 2 001 001	\$392.78
578			01 2510 382 2 001 002	\$200.56
579		TRAINING SESSION #32	01 2410 350 2 141 002	\$39.00
580		TROPHIES #42	01 1100 610 1 104 010	\$33.65
581		WATER #9	01 2510 610 1 001 000	\$95.52
582			01 2510 610 2 001 000	\$95.52
583		WATER AND SEWER	01 2610 410 1 001 012	\$80.14
584		WEB/CLOUD BASED SOFTWARE #33	01 6996 643 1 945 000	-\$187.20
585			01 6996 643 2 945 000	-\$187.20
586		WIPES #28	01 2410 610 2 209 001	\$17.11
587	NPS SUBSIDIARY Total			\$29,776.58
588	NPS-EMPLOYEE BENEFIT FUND	2021 WC INSURANCE	01 2510 271 1 001 000	\$66,658.50
589			01 2510 271 2 001 000	\$66,658.50
590	NPS-EMPLOYEE BENEFIT FUND Total			\$133,317.00
591	OHL, CASSIE	MILEAGE TO STAFF	01 2141 333 1 014 000	\$18.09
592			01 2142 333 1 014 000	\$18.08
593	OHL, CASSIE Total			\$36.17
594	O'KEEFE ELEVATOR COMPANY,	ELEVATOR MAINTENANCE	01 2620 431 1 001 000	\$101.13
595			01 2620 431 1 001 005	\$202.27
596			01 2620 431 1 001 014	\$202.27
597			01 2620 431 2 001 000	\$101.13
598			01 2620 431 2 001 001	\$202.27
599			01 2620 431 2 001 002	\$202.27
600		JH ELEVATOR REPAIR	01 2620 431 2 001 002	\$300.00
601	O'KEEFE ELEVATOR COMPANY, Total			\$1,311.34
602	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 1 001 000	\$1.54
603			01 2620 431 2 001 000	\$1.54
604	ONE CALL CONCEPTS, INC Total			\$3.08
605	OVERHEAD DOOR COMPANY OF	REPAIR TO DOOR #20 & #21	01 2620 431 1 001 000	\$127.00

606	OVERHEAD DOOR COMPANY OF Total			\$127.00
607	PALLAS, MEGAN	MILEAGE TO STAFF	01 1200 333 1 004 000	\$26.68
608	PALLAS, MEGAN Total			\$26.68
609	PALO ALTO NETWORKS, INC	DATA BREACH INCIDENT	01 2510 340 1 001 000	\$2,056.25
610			01 2510 340 2 001 000	\$2,056.25
611	PALO ALTO NETWORKS, INC Total			\$4,112.50
612	PEARSON CLINICAL	TESTING SUPPLIES	01 2141 610 1 014 000	\$210.27
613			01 2141 610 2 014 000	\$210.27
614			01 2142 610 1 014 000	\$46.71
615	PEARSON CLINICAL Total			\$467.25
616	PENA, MARISELA	PARENT MILEAGE	01 2712 332 1 004 000	\$76.71
617	PENA, MARISELA Total			\$76.71
618	PERMA BOUND	BOOKS	01 2220 640 2 106 002	\$626.00
619	PERMA BOUND Total			\$626.00
620	PERRY,GUTHERY,HAASE &	LEGAL SERVICES	01 2330 317 1 001 000	\$112.50
621			01 2330 317 2 001 000	\$112.50
622	PERRY,GUTHERY,HAASE & Total			\$225.00
623	PFEIL, KARY	SIXPENCE JOB COACH NOV20	01 3541 340 1 004 000	\$1,250.00
624	PFEIL, KARY Total			\$1,250.00
625	POLT, SHIELA	CDL RENEWAL	01 2712 890 1 001 014	\$59.50
626	POLT, SHIELA Total			\$59.50
627	PORTER, ASHTON	PARENT MILEAGE	01 2713 332 1 004 021	\$166.06
628	PORTER, ASHTON Total			\$166.06
629	PRESENCE LEARNING	CONTRACTED SPEECH THERAPY	01 2151 320 1 004 000	\$5,332.13
630			01 2151 890 1 004 000	\$2,150.00
631	PRESENCE LEARNING Total			\$7,482.13
632	PRIME COMMUNICATIONS	ARUBA SUPPORT	01 2230 340 1 005 000	\$5,880.00
633			01 2230 340 2 005 000	\$5,880.00
634	PRIME COMMUNICATIONS Total			\$11,760.00
635	PRIME SANITATION SERVICE	TRASH SERVICES	01 2610 420 1 001 000	\$1,950.00
636			01 2610 420 2 001 000	\$1,950.00
637	PRIME SANITATION SERVICE Total			\$3,900.00
638	PRO-ED	EVALUATION SUPPLIES	01 1291 610 1 004 021	\$235.40
639			01 1292 610 1 004 021	\$235.40

640	PRO-ED Total			\$470.80
641	QUILL CORPORATION	SUPPLIES	01 1200 610 2 291 001	\$122.17
642	QUILL CORPORATION Total			\$122.17
643	RASMUSSEN MECHANICAL	AHU 18 REPAIR	01 2620 431 2 001 001	\$998.50
644		CAPACITOR	01 2620 431 1 001 000	\$4.34
645			01 2620 431 2 001 000	\$4.33
646		HEAT PUMP INSTALLATION	01 2620 431 1 001 003	\$9,959.00
647		MOTOR 3/4 HP	01 2620 431 1 001 000	\$172.32
648			01 2620 431 2 001 000	\$172.31
649		NON-TECHNOLOGY RELATED REPAIR	01 2620 431 1 001 010	\$294.75
650		REPLACE FAN MOTOR	01 2620 431 1 001 000	\$173.25
651			01 2620 431 2 001 000	\$173.25
652		REPLACED BAD CONTROLLER RM 264	01 2620 431 2 001 002	\$557.33
653		REPLACED FUSE, RELAY AND	01 2620 431 2 001 001	\$915.10
654	RASMUSSEN MECHANICAL Total			\$13,424.48
655	READING WAREHOUSE, THE	FALL BOOK ORDER	01 2220 640 1 030 000	\$3,291.17
656	READING WAREHOUSE, THE Total			\$3,291.17
657	REALLY GOOD STUFF	REMAINING SUCKSTORF SUPPLIES	01 1100 610 1 219 003	\$26.70
658	REALLY GOOD STUFF Total			\$26.70
659	SAFESIDE SHREDDING	JH SHREDDING	01 2410 340 2 141 002	\$35.00
660		ON SITE SHREDDING	01 2223 340 1 302 004	\$35.00
661	SAFESIDE SHREDDING Total			\$70.00
662	SCHOLASTIC, INC	PLEASURE READING	01 6200 640 1 028 003	\$260.52
663	SCHOLASTIC, INC Total			\$260.52
664	SCHOLASTIC, INC.	BOOKS	01 3541 610 1 004 000	\$380.50
665	SCHOLASTIC, INC. Total			\$380.50
666	SCHOOL SPECIALTY	NEWCOMERS PROGRAM	01 6926 610 1 004 000	\$185.25
667			01 6926 610 2 004 000	\$185.24
668	SCHOOL SPECIALTY Total			\$370.49
669	SCHUMACHER, EMILY	MILEAGE TO PARENTS	01 2710 332 1 001 000	\$188.79
670	SCHUMACHER, EMILY Total			\$188.79
671	SERVICEMASTER OF NORFOLK	CLEANING	01 2610 420 1 001 000	\$1,665.84
672			01 2610 420 1 001 005	\$2,667.60
673			01 2610 420 1 001 008	\$3,265.20

674			01 2610 420 1 001 010	\$2,460.00
675			01 2610 420 1 001 012	\$2,320.00
676			01 2610 420 1 001 021	\$3,548.40
677			01 2610 420 2 001 000	\$1,665.83
678	SERVICEMASTER OF NORFOLK Total			\$17,592.87
679	SUPER DUPER PUBLICATIONS	TEST FORMS	01 2151 610 1 024 000	\$135.00
680	SUPER DUPER PUBLICATIONS Total			\$135.00
681	SYNCB/AMAZON	BOOKS & PERIODICALS	01 6310 640 1 028 000	\$29.95
682		COMPOUND PADDING	01 2510 610 1 001 000	\$20.25
683			01 2510 610 2 001 000	\$20.24
684		ENVELOPES	01 1100 610 1 801 009	\$30.94
685		GENERAL SUPPLIES	01 1100 610 2 210 001	\$27.98
686			01 1100 610 2 212 001	\$103.95
687		HEADPHONES	01 1100 610 1 802 009	\$118.99
688		TOILET ROLL HOLDER	01 2710 610 1 001 000	\$6.48
689			01 2710 610 2 001 000	\$6.47
690		WIRELESS MICROPHONE	01 2410 610 2 209 001	\$25.49
691	SYNCB/AMAZON Total			\$390.74
692	TIME MANAGEMENT SYSTEMS	2021 TIME/ATTENDANCE SUPORT	01 2510 340 1 001 000	\$1,680.75
693			01 2510 340 2 001 000	\$1,680.75
694	TIME MANAGEMENT SYSTEMS Total			\$3,361.50
695	TOPP, REBECCA	MILEAGE TO STAFF	01 1200 333 1 004 000	\$17.08
696			01 1200 333 2 004 000	\$17.08
697	TOPP, REBECCA Total			\$34.16
698	TRESONA MULTIMEDIA, LLC	SUPPLIES	01 1100 610 2 207 001	\$1,020.00
699	TRESONA MULTIMEDIA, LLC Total			\$1,020.00
700	TRUCK CENTER COMPANIES	BUS #9 REPAIR PARTS	01 2710 610 1 001 000	\$137.16
701			01 2710 610 2 001 000	\$137.15
702		MUDFLAPS	01 2710 610 1 001 000	\$8.72
703			01 2710 610 2 001 000	\$8.72
704		PARTS FOR BUS #9	01 2710 610 1 001 000	\$54.43
705			01 2710 610 2 001 000	\$54.42
706	TRUCK CENTER COMPANIES Total			\$400.60
707	U. S. CELLULAR	HOT SPOTS	01 6910 610 1 004 000	\$21.19

708			01 6910 610 2 004 000	\$21.18
709			01 6996 610 1 945 000	\$262.19
710			01 6996 610 2 945 000	\$262.19
711	U. S. CELLULAR Total			\$566.75
712	UNITED STATES POSTAL	PO BOX	01 2510 531 1 001 000	\$182.00
713			01 2510 531 2 001 000	\$182.00
714	UNITED STATES POSTAL Total			\$364.00
715	VRBKA, PATRICK	STAFF MILEAGE	01 1150 333 1 004 000	\$6.84
716			01 1150 333 2 004 000	\$6.85
717	VRBKA, PATRICK Total			\$13.69
718	WILLIAM V. MACGILL	THERMOMETERS	01 6996 610 1 945 000	\$652.50
719			01 6996 610 2 945 000	\$652.50
720	WILLIAM V. MACGILL Total			\$1,305.00
721	WINNERS CIRCLE	APPRECIATION PLAQUES	01 2310 890 1 033 000	\$54.00
722			01 2310 890 2 033 000	\$54.00
723	WINNERS CIRCLE Total			\$108.00
724	ZONE, THE	OCTOBER PAYROLL BELTZ	01 6968 340 2 001 002	\$504.00
725		OCTOBER PAYROLL CRANE	01 6968 340 1 001 014	\$81.00
726		OCTOBER PAYROLL GEARY	01 6968 340 1 001 014	\$152.63
727		OCTOBER PAYROLL PERRIGAN	01 6968 340 1 001 014	\$483.31
728		Z FLYNN NOV20	01 6968 340 1 001 014	\$652.25
729	ZONE, THE Total			\$1,873.19
730	<b>Grand Total</b>			<b>\$851,104.76</b>
731				
732				
733	<b><u>NUTRITION FUND</u></b>			
734	CENTRAL RESTAURANT	KITCHEN SUPPLIES	02 3100 610 1 001 000	\$183.63
735			02 3100 610 2 001 000	\$183.62
736	CENTRAL RESTAURANT Total			\$367.25
737	LUNCHTIME SOLUTIONS, INC.	NOV20 BILLING	02 3100 610 1 001 000	\$112,580.96
738			02 3100 610 2 001 000	\$112,580.95
739		OCT20 FRUITS/VEGETABLES	02 3100 340 0 001 000	\$1,639.07
740		SMALLWARES	02 3100 610 1 001 014	\$77.31
741	LUNCHTIME SOLUTIONS, INC. Total			\$226,878.29

742	NEBRASKA SERVICE CENTER	KITCHEN DRYER REPAIR	02 3100 340 2 001 001	\$97.90
743	NEBRASKA SERVICE CENTER Total			\$97.90
744	<b>Grand Total</b>			<b>\$227,343.44</b>
745				
746				
747	<b><u>COOPERATIVE FUND</u></b>			
748	CDW GOVERNMENT, INC	DELL DVD+RW DRIVE EXTERNAL	04 1200 734 1 004 000	\$50.22
749			04 1200 734 2 004 000	\$50.22
750	CDW GOVERNMENT, INC Total			\$100.44
751	DARNALL, LINSAY	ASL LANG MENTORING	04 1200 340 1 004 000	\$250.00
752			04 1200 340 2 004 000	\$250.00
753	DARNALL, LINSAY Total			\$500.00
754	FROWICK-MORGAN, MEGAN	CELEBRATE YOUR HISTORY	04 1200 340 1 004 000	\$100.00
755			04 1200 340 2 004 000	\$100.00
756	FROWICK-MORGAN, MEGAN Total			\$200.00
757	KLEIN, CARRE	STAFF MILEAGE	04 1200 580 1 004 000	\$939.55
758			04 1200 580 2 004 000	\$939.55
759	KLEIN, CARRE Total			\$1,879.10
760	NPS GENERAL FUND	AUG20/SEPT20 INTERPRETER SUBS	04 1200 340 1 004 000	\$477.40
761			04 1200 340 2 004 000	\$477.40
762		CENTRAL SUPPLY ORDERS	04 1200 610 1 004 000	\$197.91
763			04 1200 610 2 004 000	\$197.90
764		INVOICES TO OTHER DISTRICTS	04 1200 531 1 004 000	\$3.08
765			04 1200 531 2 004 000	\$3.07
766		OCT20 INTERPRETER SUBS	04 1200 340 1 004 000	\$339.09
767			04 1200 340 2 004 000	\$339.09
768	NPS GENERAL FUND Total			\$2,034.94
769	NPS SUBSIDIARY	BATTLE OF THE BOOKS LODGING	04 1200 580 1 004 000	\$49.98
770			04 1200 580 2 004 000	\$49.97
771		DELL LATITUDES #35	04 1200 734 1 004 000	\$859.19
772			04 1200 734 2 004 000	\$859.19
773		LAPTOP BAGS #35	04 1200 610 1 004 000	\$31.54
774			04 1200 610 2 004 000	\$31.54
775		MASKS #35	04 1200 610 1 004 000	\$80.75

776			04 1200 610 2 004 000	\$80.75
777	NPS SUBSIDIARY Total			\$2,042.91
778	PETERSEN, ROXANNE	INTERPRETING	04 1200 340 1 004 000	\$45.00
779	PETERSEN, ROXANNE Total			\$45.00
780	RUTTEN, PAULA	INTERPRETING	04 1200 340 1 004 000	\$26.25
781			04 1200 340 2 004 000	\$26.25
782	RUTTEN, PAULA Total			\$52.50
783	SINKLER INTERPRETING	INTERPRETING	04 1200 340 1 004 000	\$50.00
784			04 1200 340 2 004 000	\$50.00
785	SINKLER INTERPRETING Total			\$100.00
786	SUPPORTING SUCCESS FOR	REGISTRATION/CONF	04 1200 330 1 004 000	\$206.00
787			04 1200 330 2 004 000	\$206.00
788	SUPPORTING SUCCESS FOR Total			\$412.00
789	U. S. CELLULAR	HOTSPOTS	04 1200 382 1 004 000	\$76.79
790			04 1200 382 2 004 000	\$76.78
791	U. S. CELLULAR Total			\$153.57
792	<b>Grand Total</b>			<b>\$7,520.46</b>
793				
794				
795	<b><u>DEPRECIATION FUND</u></b>			
796	CDW GOVERNMENT, INC	MICROSOFT OFFICE SURFACE PRO 7	06 2900 650 1 101 010	\$1,372.94
797	CDW GOVERNMENT, INC Total			\$1,372.94
798	<b>Grand Total</b>			<b>\$1,372.94</b>
799				
800				
801	<b><u>QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND</u></b>			
802	JEO CONSULTING GROUP, INC	2020 PARKING LOT IMPROVEMENTS	09 4500 340 1 001 000	\$472.60
803			09 4500 340 2 001 000	\$472.60
804	JEO CONSULTING GROUP, INC Total			\$945.20
805	KPE	CHILLER REPLACEMENT/HVAC	09 4500 340 2 001 001	\$2,535.30
806	KPE Total			\$2,535.30
807	MODEL ELECTRIC INC	JEFFERSON LIGHTING UPGRADE	09 4500 340 1 001 003	\$45,730.00
808	MODEL ELECTRIC INC Total			\$45,730.00
809	RASMUSSEN MECHANICAL	JH CONTROLS	09 4500 731 2 001 002	\$21,867.00

810	RASMUSSEN MECHANICAL Total			\$21,867.00
811	STROBEL ENERGY GROUP	CHILLER WORK	09 4500 340 2 001 001	\$40,967.01
812	STROBEL ENERGY GROUP Total			\$40,967.01
813	<b>Grand Total</b>			<b>\$112,044.51</b>
814				
815				
816	<b><u>EMPLOYEE BENEFIT FUND</u></b>			
817	DAKOTA TRUCK UNDERWRITERS	2021 WC INSURANCE	11 2900 340 1 001 000	\$66,658.50
818			11 2900 340 2 001 000	\$66,658.50
819	DAKOTA TRUCK UNDERWRITERS Total			\$133,317.00
820	<b>Grand Total</b>			<b>\$133,317.00</b>
821				
822				
823	<b><u>STUDENT FEE FUND</u></b>			
824	DOVER, TIFFANY	M DOVER TECH FEE REFUND	17 2190 610 2 672 001	\$35.00
825	DOVER, TIFFANY Total			\$35.00
826	GONZALEZ, MARGARITA	J FIGUEROA TECH FEE REFUND	17 2190 610 2 672 001	\$35.00
827	GONZALEZ, MARGARITA Total			\$35.00
828	KEN'S BAND INSTRUMENT	BARI SAX ADJUSTMENT	17 2190 340 2 028 001	\$45.00
829		BTONE CLEAN AND OIL	17 2190 340 2 028 001	\$10.00
830		TUBA WATER KEY	17 2190 340 2 028 002	\$15.00
831	KEN'S BAND INSTRUMENT Total			\$70.00
832	LYON, DIDI	B LYON TECH FEE REFUND	17 2190 610 2 672 001	\$35.00
833	LYON, DIDI Total			\$35.00
834	MORTLAND, AMANDA	B MORTLAND TECH FEE REFUND	17 2190 610 2 672 001	\$35.00
835	MORTLAND, AMANDA Total			\$35.00
836	NPS SUBSIDIARY	ART CLASS SUPPLIES #32	17 2190 610 2 877 002	\$51.48
837		INDUSTRIAL TECH SUPPLIES #32	17 2190 610 2 842 002	\$128.01
838		SUPPLIES #21	17 2190 610 1 669 014	\$156.28
839			17 2190 610 2 669 002	\$205.41
840	NPS SUBSIDIARY Total			\$541.18
841	SGW STRINGED INSTRUMENT	BRIDGE REPAIR CELLO #261	17 2190 340 2 028 001	\$135.00
842	SGW STRINGED INSTRUMENT Total			\$135.00
843	TZOC, MIGUEL	F XORXE TZOC TECH FEE REFUND	17 2190 610 2 672 001	\$35.00

844	TZOC, MIGUEL Total			\$35.00
845	WERNER, CHASTITY	J WERNER TECH FEE REFUND	17 2190 610 2 672 001	\$35.00
846	WERNER, CHASTITY Total			\$35.00
847	WILLIAMS, JENNY	CHRISTIAN WILLIAMS TECH FEE	17 2190 610 2 672 001	\$35.00
848		KENNEDY WILLIAMS	17 2190 610 2 672 001	\$35.00
849		KINZEE WILLIAMS TECH FEE	17 2190 610 2 672 001	\$35.00
850	WILLIAMS, JENNY Total			\$105.00
851	<b>Grand Total</b>			<b>\$1,061.18</b>

InstructionActivitiesConcussions1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State, **to all coaches of school athletic teams**, on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury ~~to all coaches of school athletic teams~~.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish

conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Date of Adoption: June 9, 2014  
Date of Reaffirmation: November 9, 2016

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference:       Neb. Rev. Stat. §§ 79-2,101 to 79-2,103  
                                  Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
                                  Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07

Date of Adoption:       June 9, 2014  
Date of Revision:       August 8, 2016  
Date of Reaffirmation:   November 9, 2016

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available general literature regarding how to recognize students who have been treated for pediatric cancer and returned to school and may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 or IEP team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Legal Reference: Neb. Rev. Stat. §§ 79-2, 148

Date of Adoption: September 14, 2015  
Date of Revision: August 8, 2016  
Date of Reaffirmation: November 9, 2016

InstructionDedications and Commencement

Traditions are a cherished part of the community life and Norfolk Public Schools expresses an interest in maintaining those traditions which have a significance to the community. The graduation ceremony is considered an extracurricular activity and participation in it is a privilege.

Date of Adoption: June 9, 2014  
Date of Reaffirmation: November 9, 2016

InstructionSelection and Review of Instructional and Media MaterialsA) Assignment of Responsibility

The Board of Education reserves responsibility for the final acquisition of materials, but the responsibility for the selection of instructional materials is delegated to the Superintendent or Superintendent's designee, with the assistance of the instructional and media staff, to establish procedures and regulations for the selection of instructional and media materials, reviewing their effectiveness, and dealing with complaints concerning instructional materials. The Superintendent may establish committees consisting of teachers and media staff to assist with these responsibilities.

B) Criteria for Instructional Materials

The selection of instructional materials shall be made in accordance with Board of Education policies, legal requirements, state standards and reflect the following philosophy:

1. To provide materials that will stimulate growth in factual knowledge, practical skills, concepts, literary appreciation, aesthetic values, and ethical standards.
2. To provide a background of information which will enable students to make intelligent judgments in their daily life.
3. To provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students served.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical thinking and analysis.
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. To place principle above personal opinion and reason above prejudices in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the instructional materials.

C) Criteria for Media Materials

The selection of media materials shall be made in accordance with Board of Education policies, legal requirements, and with the Library Bill of Rights of the American Library Association, which Bill of Rights has been accepted by the American Association of School Librarians reflect the following philosophy:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic, written selection principles, and to provide

- maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interest, ability, socio-economic backgrounds, and maturity levels of the students served.
  3. To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.
  4. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American World Heritage and Culture, thereby enabling students to develop an intellectual integrity in forming judgments.
  5. To provide a written statement, approved by the local Boards of Education of the procedures for meeting the challenge of censorship of materials in school library media centers.
  6. To provide qualified professional personnel to serve teachers and students.

D) Procedures for Reconsideration of Materials

Occasional objections to some materials may be voiced despite the care taken in selection and qualification of the personnel selecting materials. The following procedures apply equally to all complaints whether they be from students, parents, school personnel or district patrons.

1. Complaints should be presented to the Principal of the school where the material is used. The principal will schedule a conference with the concerned patron and attempt to resolve the complaint or concern. If the patron is not satisfied, he/she may file a formal written complaint with the principal.
2. Formal complaints about instructional materials must be presented in writing on a form approved by the superintendent. In the absence of such a form, the complainant shall be required to submit a written complaint setting forth: complainant's identity, material challenged, detailed statement of reason(s) for challenging the material, action the complainant is requesting, and such other information as the Principal may reasonably request.
3. When a formal written complaint is completed and returned to the principal, the principal will discuss the issue and the procedures to be followed in resolving the issues with the person filing the complaint. The principal with whom the complaint was filed shall notify the other school administrators and also advise those faculty members who may use the instructional material, or the media staff in the case of media material, that a complaint has been filed. The school administrators shall decide whether to appoint a building-level review committee or a district-level review committee to study the complaint. The principals will convene building-level review committees. These building-level committees shall consist of five or more committee members composed of staff and

community patrons. The superintendent of schools or his designee will convene district-level review committees. These district-level committees shall consist of five or more members composed of staff and community patrons.

4. The review committees shall consider district philosophy, the professional judgment of teachers, reviews of the material by other competent authorities, compatibility with the school district's adopted curriculum, the teacher's stated goals, as well as the views of the complainant. The review committee will issue a written decision and accompanying rationale to the complainant and the superintendent of schools. The committee's decision may be to remove the material in question from district use, to modify the material for continued uses, or to reject the complaint and continue to use the material.
5. Any materials identified in a complaint may remain in use pending its review and its disposition by the review committee. Principals may, upon written request of parent(s), excuse students from using the material, or may direct teachers to use suitable substitutes, and in the case of challenged media material the Principal may place the material on a reserve shelf where it may be checked out by students only with written parent permission. However, the school shall reserve the right to require students to use material or to engage in activities which are a part of regular and/or required curricular activities.
6. Where the same or essentially the same materials have been the subject of a challenge which has been decided by a review committee, and another complaint is made against the material by either the same or a different person, the complaint shall be considered by the Superintendent, who may deny the complaint without following the review procedure. In considering the complaint, the Superintendent shall consider whether the complaint raises any substantially different issue than that previously decided by the review committee.
7. If the complainant is not satisfied by the committee's decision, he/she may request that the Board of Education reconsider the committee's decision.

Date of Adoption: June 9, 2014  
Date of Reaffirmation: November 9, 2016

InstructionTextbook Loans

The District will comply with the state law and Rule 4 of the Nebraska Department of Education pertaining to the distribution of textbooks to students of the District who are attending private schools. The financial liability of the District shall be limited to the amount of dollars appropriated by the state for the specific law.

If funds appropriated to this District are not sufficient to meet the request for textbooks under this policy, priority will be given to the textbooks requested that have the most recent copyright date. If the funding requires additional restrictions, priority will be given to the requests that were filed at the earliest date in the Superintendent's office. If still further restrictions are necessary, a drawing shall be conducted from the names of all students filing on the same date and requesting the same texts. The drawing shall continue until all state funds provided to the District for this purpose have been spent.

Legal Reference:      Neb. Rev. Stat. § 79-734  
                                 NDE Rule 4

Date of Adoption:              June 9, 2014  
Date of Reaffirmation:        November 9, 2016

InstructionParent Requests for Exclusion

Parents may request that their child be excused from the study of a given book, instructional unit or particular literary work. The Principal shall determine whether to grant such requests based on legal requirements relating to the request, the reason given for the request, the effect of the request on the student's educational development and the educational program, and the availability of alternative materials or instruction for the student. In the event the Principal does not grant the request, the parent may request a review be conducted by the Superintendent, based on the same criteria.

Date of Adoption: June 9, 2014  
Date of Reaffirmation: November 9, 2016

InstructionRecognition of Religious Beliefs and Customs

It is accepted that no religious belief or non-belief should be promoted by the school district or its employees, and none should be disparaged. Instead, the school district should encourage all students and staff members to appreciate and be tolerant of each other's religious views. The school district should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

Norfolk Public Schools recognizes one of its educational goals is to advance the student's knowledge and appreciation of the role our religious heritage has played in the social, cultural and historical development of civilization.

Date of Adoption: June 9, 2014  
Date of Reaffirmation: November 9, 2016

InstructionAcknowledgment of Religious Holidays

The practice of the Norfolk Public School District shall be as follows:

1. The several holidays through the year which have a religious and a secular basis may be observed or recognized in the public schools.
2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
3. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.
4. The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays included are Christmas, Easter, Passover, Hanukkah, Ramadan, Thanksgiving and Halloween.

Date of Adoption: June 9, 2014  
Date of Revision: September 14, 2015  
Date of Reaffirmation: November 9, 2016

InstructionReligion in the Curriculum

Religious institutions and orientations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that the teaching about – and not of – religion be conducted in a factual objective and respectful manner. However, sectarian instruction of any kind is prohibited in this school.

Date of Adoption: June 9, 2014  
Date of Reaffirmation: November 9, 2016

InstructionPurpose of Religion in the Curriculum

The practice of Norfolk Public Schools shall be as follows:

1. The District supports the inclusion of religious literature, music, drama and the arts in the curriculum and in school activities provided it is intrinsic to the learning experience in the various fields of study and is presented objectively.
2. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
3. Student initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech and debate.

Date of Adoption: June 9, 2014  
Date of Reaffirmation: November 9, 2016

## Instruction

### Multicultural Education

Norfolk Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

### Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### Implementation of Multicultural Education

The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the district curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.
4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: (a) the instructional

materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, (b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and (c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Legal Reference:       Neb. Rev. Stat. §§ 79-719 to 79-723  
                              Nebraska State Board of Education Rule 10

Date of Adoption:        July 14, 2014  
Date of Reaffirmation:   November 9, 2016  
Date of Reaffirmation:   October 8, 2018  
Date of Reaffirmation:   May 13, 2019  
Date of Reaffirmation:   June 8, 2020

InstructionEqual Opportunity: Instruction Program

The school district pledges itself to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:

1. Equal rights and opportunities for students and employees in the school community.
2. Equal opportunity for all students to participate in the instructional program of the schools.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Frequent training opportunities for improving staff responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to pupils which are not solely based upon race, color, religious creed, age, marital status, national origin, sex or disability.

Date of Adoption: July 14, 2014  
Date of Reaffirmation: November 9, 2016

InstructionControversial Issues

Controversial issues exist where there are sharp differences of opinion concerning an idea or a line of action. In order that students may develop intelligent attitudes and understandings concerning significant aspects of living, they should be afforded opportunities within the classroom to deal with such issues to the extent appropriate for their level of maturity and the educational mission of the District.

In considering such issues, it shall be the purpose of our schools to provide students the opportunity:

1. To study controversial issues concerning which the students, at their level of maturity, should have begun to form an opinion or to seek information about.
2. To have access to all relevant, educationally appropriate information, including the materials that circulate freely in the community.
3. To study under competent instruction in an atmosphere of freedom from bias and prejudice.
4. To form, and in an appropriate manner and in appropriate forum, to express the students' own judgments on controversial issues.
5. To recognize that reasonable compromise is often an important facet in decision making in our society.
6. To respect the opinions of others.

Date of Adoption: July 14, 2014  
Date of Reaffirmation: November 9, 2016

InstructionControversial Issues in the Classroom

The following administrative and teaching regulations are to be observed:

For Principals:

1. Remind teachers that we do not teach controversial issues, but rather provide opportunities for their study.

For Teachers:

1. Deal with controversial topics as impartially and objectively as possible. Do not intrude your own biases.
2. Handle all such topics in a manner suited to the range of knowledge, maturity, and competence of your students.
3. Have teaching materials dealing with all possible aspects of the topics readily available.
4. Do not manufacture an issue. Take up only those that are current and real.
5. Do not expect or require that the class reach an agreement.
6. Whenever you are in doubt about the advisability of taking up a given "hot" topic, consult with your Principal and or/Superintendent.
7. Remember that the policy of the board is designed to protect you as well as your students from unfair or inconsiderate criticism whenever your students are studying a controversial subject.

Date of Adoption: July 14, 2014  
Date of Reaffirmation: November 9, 2016

InstructionParental/Community Involvement in Schools

Madison County School District 59-0002, a/k/a Norfolk Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with and appropriate school personnel to discuss such concerns. The Superintendent or designee shall provide a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533  
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: July 14, 2014  
Date of Reaffirmation: May 11, 2015  
Date of Reaffirmation: May 9, 2016  
Date of Reaffirmation: May 9, 2017  
Date of Revision: June 11, 2018  
Date of Reaffirmation: May 13, 2019  
Date of Reaffirmation: June 8, 2020

InstructionCombined District and School Title I Parent and Family Engagement Policy

Norfolk Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

**In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below:

1. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

6. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
  
7. Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption:	July 14, 2014
Date of Reaffirmation:	May 11, 2015
Date of Revision:	August 8, 2016
Date of Reaffirmation:	May 9, 2017
Date of Reaffirmation:	May 14, 2018
Date of Revision:	July 9, 2018
Date of Reaffirmation:	May 13, 2019
Date of Revision:	August 12, 2019
Date of Revision:	June 8, 2020

InstructionFree and Reduced Price Meals

The Norfolk Public Schools has agreed to participate in the National School Lunch Program (NSLP) and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

- A) Agrees to serve meals free to children from families whose income is at or below that established by the NSLP for free meals.
- B) Agrees to serve meals at a reduced price to children from families whose income is at or below that established by the NSLP for reduced meals listed.
- C) Agrees to provide these benefits to any child whose family income falls within the criteria established by the NSLP for free or reduced meals after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household:
  - 1. Unusually high medical expenses
  - 2. Shelter costs in excess of 30 percent of reported income
  - 3. Special education expenses due to the mental or physical condition of a child
  - 4. Disaster or casualty losses

In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria established by the NSLP for free or reduced meals.

- D) Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:
  - 1. Work for their meals
  - 2. Use a separate lunch room
  - 3. Go through a separate serving line
  - 4. Enter the lunchroom through a separate entrance
  - 5. Eat meals at a different time
  - 6. Eat a meal different from the one sold to children paying the full price
- E) Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.

- F) Agrees to establish and use a fair hearing procedure for parental appeals of the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
1. A publicly-announced, simple method for making an oral or written request for a hearing
  2. An opportunity to be assisted or represented by an attorney or other person
  3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal
  4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing
  5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference
  6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses
  7. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference
  8. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official
- G) Agrees to designate the Superintendent or designee to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
- H) Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.
- I) The following information will be available in the office of the Superintendent.
1. Eligibility criteria for free and reduced meals
  2. Parent letter and application
  3. Public release
  4. Collection procedure

Legal Reference: National School Lunch Act, 42 U.S.C. § 1751 et. seq.  
Child Nutrition Act, 42 U.S.C. § 1771 et. seq.

Date of Adoption: July 14, 2014

## **Special Education Policies**

Norfolk Public Schools adopts this special education policy with the intent that the policy maintain the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

### **1. Free Appropriate Public Education**

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

### **2. Full Educational Opportunity Goal**

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

### **3. Child Find**

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

### **4. Individualized Education Program (IEP)**

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

**5. Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Legal Reference: 92 NAC 51-008.01 through 008.011

**6. Procedural Safeguards**

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

**7. Evaluation and Identification Procedures**

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

**8. Confidentiality of Personally Identifiable Information**

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

**9. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

**10. Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

**11. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

### **12. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

### **13. Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

### **14. Access to Instructional Materials**

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

### **15. Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

### **16. Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

**17. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

**18. Surrogates**

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

**19. Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304  
Neb. Rev. Stat. § 79-1110 to 79-1167  
92 NAC 51

Date of Adoption: July 14, 2014  
Date of Revision: September 14, 2015  
Date of Reaffirmation: February 13, 2017

InstructionFirearm Policy

It shall be the policy of the Norfolk Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, off duty cops, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. § 28-1204.04

Date of Adoption: July 14, 2014

Date of Revision: September 14, 2015

Date of Reaffirmation: February 13, 2017

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of Norfolk Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) protect against user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) protect against unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-

called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters [unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.](#)

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games, engage in social media or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a

political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.
- Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.
- The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. 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.
7. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical

may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
[Children's Online Privacy Protection Act, 15 U.S.C. § 6501](#)

FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: July 14, 2014  
Date of Revision: September 14, 2015  
Date of Revision: August 8, 2016  
Date of Revision: February 13, 2017  
Date of Revision: September 11, 2017

Norfolk Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Norfolk Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Norfolk Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Norfolk Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Norfolk Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Norfolk Public Schools, any of its employees, or any institution providing network access to Norfolk Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Norfolk Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Norfolk Public Schools community understand and agree to these rules of conduct, Norfolk Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Norfolk Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Norfolk Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Norfolk Public Schools, any of its employees, or any institution providing network access to Norfolk Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Norfolk Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT’S AGREEMENT

In order to make sure that all members of Norfolk Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Norfolk Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Norfolk Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Norfolk Public Schools, any of its employees, or any institution providing network access to Norfolk Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

InstructionChronic Infectious Disease Practice and Procedure**A. Infectious Diseases**

1. This policy applies to any disease not known to be spread by casual, incidental contact. Such diseases include but are not limited to AIDS and Hepatitis B.
2. The safety and health of the students and staff of Norfolk Public Schools is of ultimate concern. The determination of whether an infected student or employee of the Norfolk Public School System should be permitted to attend classes, participate in school activities or remain on the job will be made on a case-by-case basis.
3. In making this determination the following factors will be taken into consideration:
  - a. The behavior, neurological development and physical condition of the infected person.
  - b. The expected type of interaction with others in the school setting.
  - c. The impact on both the infected person and others in that setting.
4. The determination of whether or not an infected person remains in the school or school system will be based solely on scientific and medical evidence. Legal advice may also be sought by the district.
5. If determination of whether or not an infected person poses an imminent threat to the health and safety of the school, community or the individual's conduct presents a clear threat to the physical safety of himself/herself or others, then with respect to an infected student, Nebraska Revised Statutes Section 79-264 will be followed concerning exclusion from school. With respect to an infected certified employee of the school district, the provision of Nebraska Revised Statutes, Section 79-838 will be followed with respect to leave of absence.
6. If an infected student in grades K through 12 is not permitted to attend classes, the school will make every reasonable effort to provide the student with an adequate alternative education.
7. Any person with an infectious disease will retain the rights of confidentiality and privacy. Information and discussion with regard to the case will be limited to those who must have information to deal with the situation. If necessary, the community will be informed that an infectious disease is present in the school system and that the person will be excluded only if the situation warrants such action based upon medical and legal advice. No information will be given out about the individual, his/her medical record or about the family without written permission of the individual (adult) or parent/legal guardian of the student.

**B. Bloodborne Pathogens**

1. First aid may be rendered in situations involving the presence of blood or other potentially infectious materials (hereinafter "bloodborne pathogen situations") by the school nurse, and by such other employees as the Superintendent shall designate. All non-designated employees shall refer bloodborne pathogen situations to a designated employee, and shall not be required to personally render first aid in bloodborne pathogen situations or be disciplined for failure to personally render first aid in bloodborne pathogen situations.
2. An employee who has an employment related bloodborne pathogen exposure incident (an incident in which another person's blood or other potentially infectious material contacts the employee's eye, mouth, mucous membrane, non-intact skin, or pierced mucous membrane or skin barrier) shall promptly give notice of the incident and details of the incident to the superintendent or the superintendent's designee.
3. The Superintendent shall be authorized and required to take such action and adopt such plans as may be required to place this School District in compliance with OSHA regulations concerning bloodborne pathogens, in the event and at such time as this School District may become subject to OSHA regulation.

Date of Adoption: July 14, 2014

Date of Reaffirmation: February 13, 2017

InstructionDispensing Medications

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aide Act.

- A. Authorizations for Prescription Medications. Prescription medications which must be administered during school hours may be administered when the following are on file at school:
1. Physician's Authorization: A physician's dated authorization including name of the medication and dosage provided in the original prescription bottle.
  2. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
  3. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.
- B. Authorizations for Non-Prescription Medications. If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration.
- C. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
- D. Documentation of Administration of Medication. The school district shall keep and maintain accurate medication administration records. A record of each dose of medication administered shall be documented reflecting the student's name, and the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take and/or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and

copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two (2) years.

- E. Storage of Medications. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized school personnel who are designated by the administration of the school district for administration of medications shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.
- F. Receipt and Disposal of Medications. Medication shall be provided the parent. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.
- G. Administration of Medication by School Personnel.
1. Administration of Medication: Administration of medication includes, but is not limited to:
    - a. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
    - b. Recording medication provision; and
    - c. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired affects, side effects, interactions, and contraindications associated with the medication.
  2. Authorized School Personnel: Administration of medication shall only be done by the following school personnel:
    - a. Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this Policy, such individuals are referred to as "school nurses."
    - b. Medication Competent Staff. This means a staff member of the school who has been determined to be competent to administer medication by: (i) a recipient with capability and capacity to make an informed decision about medications (at a minimum, the recipient must be age 19 or older), (ii) a caretaker for the student, or (iii) the health care professional designated by the school to conduct the assessment.
      - (1) Determination of Competency by School Nurse: A staff member may be determined to be competent where the staff member:

- (i) passes a competency assessment every 3 years
- (ii) that demonstrates the staff member can follow the minimal competencies
- (iii) to the satisfaction of the school nurse (school nurses are the school district's designated health care professionals).

The school nurse shall provide such training as the school nurse determines in the exercise of professional judgment to be appropriate given the experience level of the staff member and the anticipated medication administration for which the staff member will be responsible.

- (2) Competency Certificate: Upon successful completion of the competency assessment, the school nurse shall maintain the documentation of competency. The documentation may be by letter, certificate, or other written memoranda and shall include: the name of the school staff member who successfully completed the competency assessment; the date the competency assessment was conducted; and, the name, profession, and license number of the school nurse who conducted the competency assessment.
- (3) Maintain Records of Assessments: The school shall maintain written documentation of successful completion of competency assessments, identification of the individual providing direction and monitoring, and acceptance of the responsibility for direction and monitoring for a minimum of two (2) years.
- (4) Direction and Monitoring: A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. The school nurse is identified as a person being responsible for direction and monitoring and for each medication competent staff member is to accept responsibility for direction and monitoring of medication competent staff member in writing.
- (5) Errors. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.

### 3. Minimum Competencies:

The minimum competencies to be demonstrated by medication competent staff and to be implemented in practice by all school personnel engaged in medication administration are:

- (1) Maintaining confidentiality.
- (2) Complying with a competent recipient's right to refuse to take medication and, in the case of a non-competent, recognize the requirement to seek

advice and consultation with the physician, physician's designee, or caretaker of the student providing direction and monitoring regarding the procedures and persuasive methods to be used to encourage compliance with medication provision. Recognizing that persuasive methods should not include anything that causes injury to the recipient.

- (3) Maintaining hygiene and current accepted standards for infection control.
- (4) Documenting accurately and completely.
- (5) Safely providing medications according to the "five rights" ("five rights" means getting the right drug to the right recipient in the right dosage by the right route at the right time).
- (6) Having the ability to understand and follow instructions.
- (7) Practicing safety in application of procedures for storage, handling and administration of medications.
- (8) Complying with limitations and conditions under which school personnel may provide medications.
- (9) Having an awareness of abuse and neglect reporting requirements.
- (10) Recognizing general unsafe conditions indicating that the medication should not be provided including change in consistency or color of the medication, unlabeled medication or illegible medication label, and those medications that have expired.
- (11) Recognizing that unsafe conditions should be reported to the caretaker or licensed health care professional responsible for providing direction and monitoring (typically, the school nurse).
- (12) Recognizing general conditions which may indicate an adverse reaction to medication such as rashes/hives, and general changes in recipient's condition which may indicate inability to receive medications, and that all such conditions shall be reported to the caretaker or licensed health care professional responsible for providing direction and monitoring (typically, the school nurse).

4. Routes of Medication Administered by School Personnel:

a. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:

- (1) Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;
- (2) Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
- (3) Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
- (4) Instillation by drops, ointments, and sprays into the eyes, ears, and nose.

b. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting: School nurses and medication competent staff

may provide medication by additional routes not listed in subparagraph “a” above (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:

- (1) In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
  - (2) Directions for additional routes must be for recipient specific procedures and must be in writing.
  - (3) Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
  - (4) Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
  - (5) School personnel administering the medication shall comply with the written directions.
- c. Injections: School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.
5. Refusal to Administer Medication: School personnel may refuse to give a medication at school if after a reasonable and prudent research by a school health care professional as set forth in subparagraph "e" below, a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby’s Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When school personnel refuse to carry out a request to administer medication, the principal, Director of Student Services and parent/guardian shall be notified. The attending physician may also be notified, if warranted.

Legal Reference: Neb. Rev. Stat. §§ 71-6718 to 71-6742; NDE Rule 59

Date of Adoption: July 14, 2014

1<sup>st</sup> Revision: December 8, 2014  
2<sup>nd</sup> Revision: February 13, 2017

**CARETAKER AUTHORIZATION FOR  
ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENT**

The undersigned(s) is/are the caretaker(s), parent(s), guardian(s), or person(s) in charge of \_\_\_\_\_ (“the Student”).

It is necessary that the Student receive \_\_\_\_\_ (medication), a physician-prescribed medication, during school intervals beginning on \_\_\_\_\_ (date) and continuing through \_\_\_\_\_ (date).

**CHECK ONE (1) OF THE FOLLOWING BOXES**

\_\_\_\_\_ I hereby authorize Norfolk Public Schools to allow the Student to administer the above-described medication to himself/herself without monitoring or supervision by school personnel.

\_\_\_\_\_ I hereby request Norfolk Public Schools, or its authorized representative, to administer the above-named medication to the Student, in accordance with the prescribing physician’s instructions, and agree to:

1. Submit this request to the principal or school nurse.
2. Make certain the Physician’s Request for the Administration of Prescription Medication by School Personnel is submitted to the principal or school nurse.
3. Make sure personally that the medication is received by the principal or school nurse and/or county nursing services administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the medication is in is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the medication to the principal or school nurse IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Provide directions to the school personnel providing the medication.
7. Provide monitoring of the medication's effects, and assume full responsibility therefor.

I understand that unlicensed school personnel may be assigned to provide medication to the Student and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the providing or non-providing of the medication to the Student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

_____	_____
Work Telephone Number	Name of Student
_____	_____
Home Telephone Number	Parent/Guardian
_____	_____
Alternate Number for Parent	Parent/Guardian

**PROVISION OF MEDICATION TO STUDENT  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATION BY SCHOOL PERSONNEL**

Date \_\_\_\_\_

\_\_\_\_\_ (Student's full name) is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the medication is stored) \_\_\_\_\_

Dosage and time \_\_\_\_\_

Date provision of medication is to begin \_\_\_\_\_

Date after which the medication should not be provided \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the provision and storage of the medication \_\_\_\_\_

\_\_\_\_\_  
Print or Type Name of Physician

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Secondary Phone Number

**RECORD OF THE PROVISION OF PRESCRIPTION MEDICATION**

Parent's Phone # \_\_\_\_\_  
 Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
 Medication \_\_\_\_\_ Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
 Dosage \_\_\_\_\_ Time \_\_\_\_\_  
 Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_  
 Possible Adverse Reaction: \_\_\_\_\_

Person(s) Authorized to Administer Medications: \_\_\_\_\_

Date Provided	Time Provided	Medication Name	Dosage Provided	Route	Refused Medication	Signature of Employee Providing Medication

InstructionStudent Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- (1) written request of the student's parent or guardian;
- (2) authorization of the student's physician;
- (3) receipt of a signed no liability statement from the parent or guardian; and
- (4) development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

Legal Reference: Neb. Rev. Stat. §§ 79-224 and 79-225

Date of Adoption: July 14, 2014

Date of Revision: August 8, 2016

Date of Reaffirmation: February 13, 2017

Plan For \_\_\_\_\_ (Student) Dated: \_\_\_\_\_

**ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

**I. CONTACT AND PLAN INFORMATION**

**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month) (Day) (Year)

**Health Condition:**  Asthma  Anaphylaxis (For this Plan "Health Condition" means the condition(s) checked)

**Mother/Guardian:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Father/Guardian:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Student's Doctor/Health Care Provider:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

**Other Emergency Contacts:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**II. PARENT OR GUARDIAN  
AUTHORIZATION, APPROVAL AND LIABILITY WAIVER**

The parents or guardians (hereinafter "Parent") request that [Name] Public Schools allow the Student to self-manage the health condition and accept and agree to this Medical Management Plan. The Guidelines for Asthma or Anaphylaxis Medical Management Plan are incorporated into and are a part of this Plan.

Parents understand and agree that if the Student injures school personnel or another student as the result of the misuse of necessary asthma or anaphylaxis medical supplies, Parents shall be responsible for any and all costs associated with such injury. Parents acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the Student's self-management of the Student's Health Condition and Parents release same from any such claims and (b) Parents shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the Student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the Student is provided permission to self-administer medication.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. STUDENT AGREEMENT**

I will use the prescription asthma or anaphylaxis medication only as prescribed and as permitted by the Plan. I will not share the medication with others and I will not create an unnecessary distraction to others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will promptly report self-administration and follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I release the school and its employees of any liability in any way related to this Plan or my use of the medication.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. MEDICAL MANAGEMENT PLAN**

**A. Health care services the Student may receive at school relating to Student's Health Condition:** See Guidelines (Part V).

**B. Evaluation of Student's understanding of and ability to self-manage Student's Health Condition.**

The parents/guardians and the Physician certify that the Student has a sufficient level of understanding and ability to self-manage the Student's Health Condition as follows:

1. Access to Prescription Asthma/Anaphylaxis Medication

- May have medication in Student's possession at any time.
- May have medication in Student's possession when the health office is not accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities) but should otherwise be maintained in the health office.
- May not have medication in Student's possession except for emergency use.

2. Self-Administration of Prescription Asthma/Anaphylaxis Medication

- May self-administer independently and without supervision. The Student has had training and is proficient in self-administering medication.
- May self-administer when the health office or school staff authorized to administer medication are not readily accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities); but should otherwise have medication administered by the health office or authorized school staff.
- May not self-administer except for emergency use.

**C. It is agreed that this Plan permits regular monitoring of Student's self-management of Student's Health Condition by an appropriately credentialed health care professional.**

**D. Name, purpose and dosage of prescription asthma or anaphylaxis medication prescribed for Student:** See Student Asthma/Anaphylaxis Action Plan (Part IV(F)).

**E. Procedures for storage and access to backup supplies of such prescription medication for Student's Health Condition:**

1. The Student, when permitted to be in possession of medication, will have only the prescription medication that might be needed for the Student's own use. For example, the Student may have one inhaler, but not two, unless the first is nearly empty
2. The school will store any backup supply needed in accordance with its medication storage procedures.
3. The student may have access to the backup supply when necessary by requesting such from the health office.

**F. Student Asthma/Anaphylaxis Action Plan**

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Month) (Day) (Year)

**EXERCISE PRECAUTION** - Administer inhaler 15-30 minutes before exercise (eg, gym class, recess)

Albuterol inhaler (Proventil, Ventolin) 2 inhalations

<p><b><u>ASTHMA TREATMENT</u></b>                  Give or self-administer <b>quick relief medication</b> when Student experiences asthma symptoms such as, coughing, wheezing, or tight chest.  <b>Quick relief medication:</b></p> <p><input type="checkbox"/> Albuterol inhaler (Proventil, Ventolin) 2 inhalations</p> <p><input type="checkbox"/> Pirbuterol inhaler (Maxair) 2 inhalations</p> <p><input type="checkbox"/> Albuterol inhaled <i>by nebulizer</i> (Proventil, Ventolin)</p> <p style="padding-left: 20px;"><input type="checkbox"/> 0.63 mg/3 mL</p> <p style="padding-left: 20px;"><input type="checkbox"/> 1.25 mg/3 mL</p> <p><input type="checkbox"/> Levalbuterol inhaled <i>by nebulizer</i> (Xopenex)</p> <p style="padding-left: 20px;"><input type="checkbox"/> 0.31 mg/3 mL</p> <p style="padding-left: 20px;"><input type="checkbox"/> 0.63 mg/3 mL</p> <p style="padding-left: 20px;"><input type="checkbox"/> 1.25 mg/3 mL</p> <p><input type="checkbox"/> May carry and self-administer metered-dose inhaler per Part IV(B) of Medical Management Plan.</p>	<p><b>IF SCHOOL STAFF INVOLVED-- CLOSELY OBSERVE STUDENT AFTER QUICK RELIEF ASTHMA MEDICATION IS ADMINISTERED</b></p> <p><b>If after 10 minutes:</b></p> <ul style="list-style-type: none"> <li>• Symptoms are improved, student may return to classroom after notifying parent/guardian.</li> <li>• If no improvement in symptoms, repeat the above medication and notify parent/guardian immediately and determine student’s ability to remain in school for the day.</li> <li>• <b><i>If student continues to worsen CALL 911 and INITIATE Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Asthma).</i></b></li> </ul>
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<p><b><u>ANAPHYLAXIS TREATMENT</u></b>                  Give or self-administer <b>epinephrine</b> when Student experiences allergy symptoms, such as hives, difficulty breathing (chest or neck “sucking in”), lips or fingernails turning blue, or trouble talking (shortness of breath).</p> <p><input type="checkbox"/> The Student has severe allergies to the following:                  _____</p> <p><input type="checkbox"/> Epinephrine injection (please specify):</p> <p style="padding-left: 20px;"><input type="checkbox"/> EpiPen 0.3 mg                      <input type="checkbox"/> Twinject 0.3 mg</p> <p style="padding-left: 20px;"><input type="checkbox"/> EpiPen Jr. 0.15 mg                      <input type="checkbox"/> Twinject 0.15 mg</p> <p><input type="checkbox"/> May carry and self-administer epinephrine injection per Part IV(B) Medical Management Plan.</p>	<p><b>IF SCHOOL STAFF INVOLVED--CLOSELY OBSERVE STUDENT AFTER EPINEPHRINE IS ADMINISTERED</b></p> <ul style="list-style-type: none"> <li>• <b><i>CALL 911 and closely observe the student.</i></b></li> <li>• Notify parent/guardian immediately.</li> <li>• Even if student improves, the student should be observed for recurrent symptoms of anaphylaxis in an emergency medical facility.</li> <li>• <b><i>If student does not improve or continues to worsen, INITIATE Nebraska’s schools Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Anaphylaxis).</i></b></li> </ul>
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Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions \_\_\_\_\_

I am the Student’s Physician or other health care professional who prescribed the medication for treatment of the student's condition. Student has  Asthma  Anaphylaxis and has been prescribed the medication referenced above. Student has the ability to safely and responsibly self-manage Student’s Health Condition in accordance with this Asthma or Anaphylaxis Medical Management Plan. I approve the Medical Management Plan and the Student Asthma/Anaphylaxis Action Plan and authorize Student to self-manage Student’s Health Condition at school in accordance with the Plan.

Physician signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**V. GUIDELINES FOR  
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

**Term of Plan:** The plan is effective for the current school year. A new plan must be established each school year or more often if changes occur to the student’s health or prescribed treatment or student’s ability to self-manage.

**Medications:** The parents or guardians are responsible for supplying any and all prescription asthma/anaphylaxis medications required under the Plan; the school is not responsible for providing the medications. Prescribed asthma/anaphylaxis medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name and the name of the medication, and where applicable, the strength and the dosage to be given. Inhalers must have a label attached to the inhaler itself, not on the packaging. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription and as necessary a new asthma/anaphylaxis action plan. Any non-prescription medication must be furnished in the original container from the manufacturer. The school will store any backup supply needed in accordance with its medication storage procedures. The student may have access to the backup supply when necessary by requesting such from the health office.

**Health care services the Student may receive at school relating to Student’s Health Condition.**

1. Standard health services available to all students.
2. Storage of backup asthma or anaphylaxis medication supplies.
3. Recording of student self-administration reports.

**Consultations:** The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.

**Permitted Self-Management:** Pursuant to the Asthma or Anaphylaxis Medical Management Plan the Student shall be permitted to self-manage the Student’s asthma or anaphylaxis condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.

**Student Reports of Self-Administration:** The Student shall promptly notify the school nurse, the school nurse’s designee, or another designated adult at the school when the Student has self-administered prescription asthma or anaphylaxis medication pursuant to the Plan.

**Responses to Student Misuse:** The possession of medications by Students is a violation of the school’s drug and student conduct policies and may result in an expulsion from school. To the extent this Asthma or Anaphylaxis Medical Management Plan permits the Student to be in possession of prescribed asthma/anaphylaxis medications, the Plan allows the Student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the Student uses his or her prescription asthma or anaphylaxis medication other than as prescribed, or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student’s access to such medication; however, it is agreed that in the event of any such misuse, a re-evaluation of the Student’s understanding of and ability to self-manage Student’s Health Condition will occur and the re-evaluation may result in a modification or termination of this Plan.

**Sharing Plan:** It is agreed that this Asthma or Anaphylaxis Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the Student’s person so the Student is not reported for a violation of the school’s drug policies). The school officials who may

be informed of the Plan thus include: administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the Student, and the coaches and sponsors of extracurricular activities in which the Student participates.

**Filing of Plan:** This Asthma or Anaphylaxis Medical Management Plan is to be kept on file at the school where the Student is enrolled.

**VI. SCHOOL NURSE ACKNOWLEDGEMENT OF  
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

- Parent Request and Liability Waiver signed  Student Agreement signed.
- Management Plan (including Action Plan) signed by Physician.
- Guidelines reviewed with the Student and Parent/Guardian.
- Copy of Guidelines and Student Agreement received by Parent/Guardian for reference.

School Nurse or designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Asthma/Allergy Self-Management Log**

Student Name \_\_\_\_\_

Student Date of Birth \_\_\_\_\_

Date Started	Medication	Dosage	Time	Frequency	Physician	Phone #

Date/time of report	Date/time administration	Observation/Complications	Employee Recording Student Report	Parent Notification
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form

Parents/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
 Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Personnel - All EmployeesProfessional 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:

- Using e-mail, text messaging, instant messaging or social networking sites (such as Twitter) to discuss with a student a matter that does not pertain to school-related activities. (School related activities include items 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).
- 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. **Employees shall not friend or follow students on any social networking site.**
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student **within one year of the student graduating or otherwise leaving the District.**
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.

- 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.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- 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.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- “Grooming,” which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. ~~A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.~~

~~Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.~~

~~An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.~~

~~A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.~~

~~Reporting: An employee who is aware of a violation of the professional boundaries policy shall immediately report such violation to his/her immediate supervisor. If the individual does not feel comfortable discussing the matter with the building administration, the report should be made to a central office administrator.~~

Legal Reference:      **LB 1080 (2020)**

Date of Adoption:       December 9, 2013

Date of Reaffirmation:   March 14, 2016

Personnel - All EmployeesInjury Leave

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Legal Reference: LB 1186 (2020)

Date of Adoption: [Insert Date]

Personnel - All EmployeesStaff Payments During Closure

In the event of inclement weather, a pandemic, or other unexpected or extra-ordinary circumstances, the Board of Education or the Superintendent may close school or a particular school building in order to protect staff and students from harm, and will establish a reopen date when it is safe to return. If such closure extends for a long period of time as determined by the Superintendent, then the Superintendent may implement procedures, agreements, or other requirements to compensate staff during a closure to ensure staff return to employment after the closure. The District may consistently pay staff according to District policies and procedures already established by salaries or wages.

Legal Reference: 2 C.F.R. § 200.430

Date of Adoption: [Insert Date]

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

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

Attendance and Absences

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

- B. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work. Extensions may be made for extenuating circumstances, at the discretion of the teacher and principal.

- C. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

1. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.
2. Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

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

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

The exit interview shall be personally attended by:

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

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

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

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

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

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

3. Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.
- E. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”
1. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
    - a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
    - b) **When a student continues thereafter to have absences which are not school excused and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reason for the absences, or other circumstances**
    - c) One or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- ~~Illness related to~~ The physical, mental, or behavioral health of the child.
- Educational counseling;
- Educational evaluation;
- Referral to community agencies for economic services;
- Family or individual counseling; and
- Assisting the family in working with other community services.

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

2. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

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

Date of Adoption: March 10, 2014  
 Date of Revision: July 14, 2014  
 Date of Reaffirmation: May 11, 2015  
 Date of Reaffirmation: June 13, 2016  
 Date of Revision: June 12, 2017  
 Date of Revision: December 11, 2017  
 Date of Reaffirmation: May 14, 2018  
 Date of Reaffirmation: May 13, 2019  
 Date of Revision: June 8, 2020

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

The Board of Education will give advance notice of meeting by publishing such a notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's website. ~~The designated methods of giving advance notice of meetings of the Board of Education of the Norfolk School District shall be by publication or by~~ The Board may also give advance notice of meetings by posting. If notice is given by posting, such notice shall be given by posting notice in at least three (3) public places throughout the school district. The school house door, the City library, and a local bank are designated posting places, though other or different places at which the public may reasonably be notified are also designated as permissible places.

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

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

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

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

Date of Adoption: August 11, 2014

Date of Revision: April 10, 2017