

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
 1. Multicultural Report
 2. Americanism Report
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. Policy Committee Report
 3. Government Relations Committee Report
 4. Norfolk Public Schools Foundation Committee Report
8. Approve Consent Agenda
 1. Minutes of Previous Meetings
 2. Personnel
 1. Contract Approval
 3. Claims
9. Action Items
 1. Discuss, consider and take action to approve the purchase of lunch tables
 2. Discuss, consider and take action to approve Board Policies 5008 (Attendance), 5415 (Bullying), 5417 (School Wellness), 6370 (Multi-cultural Education), 6400 (Parental Involvement), and 6410 (Parental Engagement)
 3. Discuss, consider and take action to approve the 2021-2022 Classified Handbook
 4. Discuss, consider and take action to approve the Little Panthers Preschool Student Handbook
 5. Discuss, consider and take action to approve the 2021-2022 Elementary Student Handbook
 6. Discuss, consider and take action to approve the 2021-2022 Middle School Student Handbook

7. Discuss, consider and take action to approve the 2021-2022 Junior High Student Handbook
8. Discuss, consider and take action to approve the 2021-2022 Senior High Student Handbook
10. Executive Session -- To Discuss a Potential Resignation - As Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual
 1. Convene Executive Session -- To Discuss a Potential Resignation - As Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual
 2. Reconvene Meeting from Executive Session
 3. Approval of Any Action Deemed Necessary as a Result of Executive Session
11. Future Meetings
12. Adjournment

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending May 31, 2021

Fund/Account	2020-2021 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$3,338,143.20	\$209,093.56	\$408,505.83	\$3,138,730.93
SPECIAL BUILDING FUND (2)	\$4,856,135.77	\$735,296.75	\$0.00	\$5,591,432.52
DEPRECIATION RESERVE FUND (2)	\$7,757,068.13	\$1,917.65	\$65,029.50	\$7,693,956.28
ACTIVITIES ACCOUNT (2)	\$771,459.69	\$39,042.50	\$54,535.74	\$755,966.45
SUBSIDIARY ACCOUNT (2)	\$435,110.29	\$23,409.60	\$65,777.21	\$392,742.68
GENERAL FUND (1)	\$13,415,648.36	\$9,281,020.09	4,295,257.55	\$18,401,410.90
PAYROLL ACCOUNT (2)	\$5,705.78	\$3,518,825.90	\$3,518,825.90	\$5,705.78
SCHOOL LUNCH FUND (2)	\$1,238,468.66	\$306,153.89	\$286,633.16	\$1,257,989.39
BOND FUND (3)	\$2,899,747.38	\$298,252.22	\$39,541.25	\$3,158,458.35
COOPERATIVE FUND (2)	\$304,348.59	\$7,262.33	\$25,286.39	\$286,324.53
EMPLOYEE BENEFIT FUND (2)	\$4,709.16	\$21,807.89	\$21,806.00	\$4,711.05
ATHLETIC FIELD COOPERATIVE FUND (2)	\$387,718.32	\$47.53	\$0.00	\$387,765.85
CONVENIENCE FEE FUND (2)	\$8,638.58	\$236.88	\$75.89	\$8,799.57
STUDENT FEE FUND (2)	\$337,581.85	\$2,395.96	\$2,555.00	\$337,422.81
TOTAL ALL FUNDS	\$35,760,483.76	\$14,444,762.75	\$8,783,829.42	\$41,421,417.09
BALANCES CLASSIFIED BY DEPOSITORY				
(1) BANK FIRST				\$18,401,410.90
(2) ELKHORN VALLEY BANK				\$19,861,547.84
(3) MIDWEST BANK				\$3,158,458.35
TOTAL BALANCES				\$41,421,417.09

MAY 2021 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	ALL STAR TRAILERS, LLC	BUILDERS OF THE FUTURE-E	13 2900 610 2 593 001	\$440.00
2	ALL STAR TRAILERS, LLC Total			\$440.00
3	ASSETGENIE, INC	CB PARTS	13 2900 610 2 230 001	\$756.15
4	ASSETGENIE, INC Total			\$756.15
5	BAKER, VICTORIA	BOOK RETURNED-REFUND	13 2900 610 2 579 001	\$25.00
6	BAKER, VICTORIA Total			\$25.00
7	BATTLE CREEK HIGH SCHOOL	5/6 ENTRY FEE	13 2900 610 2 535 001	\$80.00
8			13 2900 610 2 542 001	\$80.00
9	BATTLE CREEK HIGH SCHOOL Total			\$160.00
10	BOMGAARS SUPPLY	PLANTS	13 2900 610 2 281 001	\$8.95
11	BOMGAARS SUPPLY Total			\$8.95
12	CHESTERMAN COMPANY	COKE PRODUCTS	13 2900 610 2 502 001	\$248.10
13	CHESTERMAN COMPANY Total			\$248.10
14	CHRIST LUTHERAN SCHOOL	4/24 TRACK CONCESSION	13 2900 610 2 502 001	\$76.75
15	CHRIST LUTHERAN SCHOOL Total			\$76.75
16	EILERTS, MIKE	5/3 OFFICIAL	13 2900 610 2 530 001	\$140.00
17	EILERTS, MIKE Total			\$140.00
18	ELKHORN FEED CENTER	GOAT FEED	13 2900 610 2 628 001	\$70.20
19	ELKHORN FEED CENTER Total			\$70.20
20	ELKHORN VALLEY BANK	STUDENT INCENTIVES	13 2900 610 2 588 001	\$12,835.00
21	ELKHORN VALLEY BANK Total			\$12,835.00
22	FROMUTH	SHOCKBUSTERS/GRIPS	13 2900 610 2 515 001	\$69.50
23			13 2900 610 2 550 001	\$69.50
24	FROMUTH Total			\$139.00
25	GODFATHERS PIZZA NORFOLK	PIZZA SALES	13 2900 610 2 502 001	\$445.00
26		WORKER MEAL	13 2900 610 2 535 001	\$80.00
27			13 2900 610 2 542 001	\$40.00
28	GODFATHERS PIZZA NORFOLK Total			\$565.00
29	GRAND ISLAND HIGH SCHOOL	5/17 ENTRY FEE	13 2900 610 2 532 001	\$120.00
30	GRAND ISLAND HIGH SCHOOL Total			\$120.00
31	GREEN, MELISA	L.BEEKS SUMMER SCHOOL REFUND	13 2900 610 2 598 001	\$20.00
32	GREEN, MELISA Total			\$20.00
33	HAMILTON, AMANDA	LIBRARY BOOK RETURNED	13 2900 610 2 579 001	\$17.99

34	HAMILTON, AMANDA Total			\$17.99
35	HEARTLAND VETERINARY	SUPPLIES	13 2900 610 2 628 001	\$16.30
36	HEARTLAND VETERINARY Total			\$16.30
37	HOLIDAY INN EXPRESS-	DISTRICT MUSIC LODGING	13 2900 610 2 559 001	\$672.00
38	HOLIDAY INN EXPRESS- Total			\$672.00
39	HYDE, TERESA	LIBRARY FINE REFUND-BOOK	13 2900 610 2 579 001	\$18.99
40	HYDE, TERESA Total			\$18.99
41	IPPENSEN, DEREK	CUSTODIAL GRADUATION MEETING	13 2900 610 2 503 001	\$82.83
42	IPPENSEN, DEREK Total			\$82.83
43	LINCOLN NORTHEAST HIGH	5/12 ENTRY FEE	13 2900 610 2 535 001	\$100.00
44			13 2900 610 2 542 001	\$100.00
45	LINCOLN NORTHEAST HIGH Total			\$200.00
46	LINCOLN SOUTHWEST HIGH	5/4 ENTRY FEE	13 2900 610 2 532 001	\$125.00
47	LINCOLN SOUTHWEST HIGH Total			\$125.00
48	MIKKELSON, ARWIN	GOATS	13 2900 610 2 628 001	\$515.00
49	MIKKELSON, ARWIN Total			\$515.00
50	NATIONAL FFA ORGANIZATION	AWARDS	13 2900 610 2 276 001	\$458.20
51	NATIONAL FFA ORGANIZATION Total			\$458.20
52	NEBRASKA FFA ASSOCIATION	2021 STATE HORSE EVAL	13 2900 610 2 276 001	\$40.00
53		COLT CONFERENCE	13 2900 610 2 276 001	\$600.00
54	NEBRASKA FFA ASSOCIATION Total			\$640.00
55	NORFOLK CATHOLIC SCHOOL	5/10 ENTRY FEE	13 2900 610 2 532 001	\$95.00
56	NORFOLK CATHOLIC SCHOOL Total			\$95.00
57	NPS-JUNIOR HIGH SCHOOL	5/6 TRACK CONCESSION	13 2900 610 2 502 001	\$391.85
58	NPS-JUNIOR HIGH SCHOOL Total			\$391.85
59	NSDA NEBRASKA DISTRICT	NATIONAL TRNMNT ENTRY FEE	13 2900 610 2 553 001	\$790.00
60	NSDA NEBRASKA DISTRICT Total			\$790.00
61	QUILL CORPORATION	SUPPLIES	13 2900 610 2 507 001	\$86.12
62	QUILL CORPORATION Total			\$86.12
63	REGENCY PORTRAITS	WALL OF FAME	13 2900 610 2 529 001	\$348.00
64	REGENCY PORTRAITS Total			\$348.00
65	SKILLS USA	NATIONAL LEADERSHIP CONF	13 2900 610 2 569 001	\$360.00
66	SKILLS USA Total			\$360.00
67	STADIUM SPORTS	T-SHIRTS	13 2900 610 2 554 001	\$1,294.03

68	STADIUM SPORTS Total			\$1,294.03
69	SYNCB/AMAZON	AMAZON--INCENTIVES	13 2900 610 2 588 001	\$2,359.27
70		AMAZON-PROM DECORATION	13 2900 610 2 582 001	\$181.68
71		BATTING BALLS	13 2900 610 2 530 001	\$169.78
72		CAMERA & SUPPLIES	13 2900 610 2 557 001	\$1,498.00
73	SYNCB/AMAZON Total			\$4,208.73
74	TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$167.75
75	TEECO INC Total			\$167.75
76	TEST, TROY	5/3 OFFICIAL	13 2900 610 2 530 001	\$140.00
77	TEST, TROY Total			\$140.00
78	UCA SUMMER CAMPS	CAMP REGISTRATION	13 2900 610 2 517 001	\$2,043.00
79	UCA SUMMER CAMPS Total			\$2,043.00
80	VISA	AMAZON-CUPS	13 2900 610 2 503 001	\$19.25
81		AMAZON-PROM DECORATION	13 2900 610 2 582 001	\$49.45
82		ARBY'S--POST PROM FOOD	13 2900 610 2 588 001	\$40.00
83		ATHLETIC LIVE-LICENSE	13 2900 610 2 535 001	\$19.50
84			13 2900 610 2 542 001	\$19.50
85		CHICK-FIL-A-DISTICT TEAM MEAL	13 2900 610 2 533 001	\$220.88
86		CHICK-FIL-A-TEAM MEAL	13 2900 610 2 540 001	\$60.27
87		COMPLETE WEDDING-DJ	13 2900 610 2 582 001	\$515.00
88		CROWN AWARDS-AWARDS	13 2900 610 2 519 001	\$258.72
89		DOMINO'S-BASEBALL TEAM MEAL	13 2900 610 2 529 001	\$243.61
90		DOMINO'S-G SOCCER MEAL	13 2900 610 2 529 001	\$250.12
91		DOMINO'S-G. TENNIS MEAL	13 2900 610 2 529 001	\$177.99
92		EL RODEO-BASEBALL MEAL	13 2900 610 2 529 001	\$326.25
93		EL RODEO-TEAM MEAL	13 2900 610 2 514 001	\$194.84
94		GODFATHERS-EXPLORING COLLEGE	13 2900 610 2 266 001	\$204.00
95		GOODCENTS-TEAM MEAL	13 2900 610 2 514 001	\$339.89
96			13 2900 610 2 530 001	\$167.37
97		HOBBY LOBBY-BULLETIN BOARD	13 2900 610 2 266 001	\$35.99
98		HOBBY LOBBY-PROM SUPPLIES	13 2900 610 2 582 001	\$201.61
99		HOBBY LOBBY-SUPPLIES	13 2900 610 2 619 001	\$28.65
100		HYVEE/WALMART-BASEBALL & TRACK	13 2900 610 2 529 001	\$941.19
101		HYVEE-G/B TRACK BREAKFAST	13 2900 610 2 529 001	\$605.32

102		HYVEE-HOT DOG BUNS	13 2900 610 2 502 001	\$96.99
103		JIMMY JOHNS-G. TRACK TEAM MEAL	13 2900 610 2 529 001	\$498.04
104		JIMMY JOHNS-SUPPLIES	13 2900 610 2 266 001	\$92.84
105		MENARDS-SPRING PLAY SUPPLIES	13 2900 610 2 523 001	\$1,234.91
106		NASSP-NHS CERTIFICATES	13 2900 610 2 614 001	\$60.00
107		NIETOC ENTRY FEE	13 2900 610 2 553 001	\$100.00
108		NIETOC-ENTRY FEE	13 2900 610 2 553 001	\$675.00
109		PAPA JOHNS/TARGET-B. SOCCER	13 2900 610 2 529 001	\$429.94
110		PAPA JOHNS-HAC TEAM MEAL	13 2900 610 2 542 001	\$222.19
111		PAPA JOHNS-TEAM MEAL	13 2900 610 2 549 001	\$160.70
112		PAPA JOHN-TEAM MEAL	13 2900 610 2 535 001	\$240.65
113		RAISING CANE'S-B. GOLF MEAL	13 2900 610 2 529 001	\$107.93
114		RAISING CANE'S-BASEBALL MEAL	13 2900 610 2 529 001	\$345.46
115		REGENCY PORTRAITS-CHAMP PHOTO	13 2900 610 2 562 001	\$62.06
116		RUNZA--POST PROM FOOD	13 2900 610 2 588 001	\$300.00
117		SAM'S CLUB & NORFOLK 7 MOVIE	13 2900 610 2 588 001	\$181.82
118		SUBWAY-B. SOCCER MEAL	13 2900 610 2 529 001	\$450.00
119		TARGET-INCENTIVES	13 2900 610 2 588 001	\$3,434.22
120		UNL HORSE EVALUATION	13 2900 610 2 628 001	\$20.00
121		UNO-REGISTRATION	13 2900 610 2 559 001	\$400.00
122		USPS-PARCEL TO LAKEVIEW	13 2900 610 2 597 001	\$8.55
123		VARIOUS-COMPETITOR MEALS	13 2900 610 2 569 001	\$74.40
124		VARSITY-CAMP REGISTRATION	13 2900 610 2 517 001	\$950.00
125		WALMART/HYVEE-SUPPLIES	13 2900 610 2 582 001	\$65.84
126		WALMART-BANQUET SUPPLIES	13 2900 610 2 276 001	\$87.74
127		WALMART-EXPLORING COLLEGE	13 2900 610 2 266 001	\$102.54
128		WALMART-GATORADE FOR HAC	13 2900 610 2 535 001	\$24.10
129		WALMART-INCENTIVES	13 2900 610 2 588 001	\$3,361.06
130		WALMART-SPRING PLAY	13 2900 610 2 523 001	\$391.98
131		WALMART-SUPPLIES	13 2900 610 2 554 001	\$87.68
132		WRISTBANDS	13 2900 610 2 513 001	\$229.90
133	VISA Total			\$19,415.94
134	WINNERS CIRCLE	TROPHIES	13 2900 610 2 514 001	\$36.00
135	WINNERS CIRCLE Total			\$36.00

136 **Grand Total**

\$47,726.88

MAY 2021 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	HAUFF SPORTS	TRACK SUPPLIES	14 2900 610 2 845 0	\$407.62
2	HAUFF SPORTS Total			\$407.62
3	LMEP-SCIP	SCIP TRAINING	14 2900 610 2 876 0	\$250.00
4	LMEP-SCIP Total			\$250.00
5	NPS STUDENT FEES ACCOUNT	TECH FEE V. DURYEА	14 2900 610 2 840 0	\$35.00
6	NPS STUDENT FEES ACCOUNT Total			\$35.00
7	SPEECHWIRE TOURNAMENT	SERVICES FOR SPEECH MEET	14 2900 610 2 834 0	\$95.00
8	SPEECHWIRE TOURNAMENT Total			\$95.00
9	STADIUM SPORTS	TRACK SHIRTS AND SUPPLIES	14 2900 610 2 873 0	\$2,487.00
10		TRACK SUPPLIES	14 2900 610 2 873 0	\$30.00
11	STADIUM SPORTS Total			\$2,517.00
12	VISA	CARTRIDGE WORLD #32	14 2900 610 2 845 0	\$44.76
13		HYVEE #32	14 2900 610 2 835 0	\$29.69
14		JH TRACK SUPPLIES #32	14 2900 610 2 835 0	\$78.23
15		LIFE MANAGEMENT #32	14 2900 610 2 840 0	\$76.37
16		MEETING SUPPLIES #12	14 2900 610 2 838 0	\$125.85
17		POSTAGE #32	14 2900 610 2 834 0	\$44.45
18		SPEECH MEET SUPPLIES #32	14 2900 610 2 834 0	\$228.00
19		SUPPLIES JH TRACK #32	14 2900 610 2 834 0	\$50.44
20			14 2900 610 2 845 0	\$66.45
21		TARGET/MEETING SUPPLIES #12	14 2900 610 2 838 0	\$231.46
22		TRACK MEET SUPPLIES #12	14 2900 610 2 835 0	\$236.94
23		YEARBOOKS #12	14 2900 610 2 865 0	\$2,465.60
24	VISA Total			\$3,678.24
25	Grand Total			\$6,982.86

MAY 2021 SUBSIDIARY EXPENDITURES

1	ASSETGENIE, INC	DELL KEYBOARD	05 2900 610 0 040 000	\$18.95
2	ASSETGENIE, INC Total			\$18.95
3	BARNHILL ENTERPRISES LLC	SOUSAPHONE, TROMBONE,	05 2900 610 0 098 000	\$12,163.00
4	BARNHILL ENTERPRISES LLC Total			\$12,163.00
5	CULLIGAN OF NORFOLK	WATER	05 2900 610 0 061 000	\$63.64
6			05 2900 610 0 071 000	\$72.95
7	CULLIGAN OF NORFOLK Total			\$136.59
8	GRANT PTO	BLACKBAUD GIVING FUND	05 1790 0061	\$5,000.00
9	GRANT PTO Total			\$5,000.00
10	LONESTAR PERCUSSION	COLLEGE PRIMER PACK	05 2900 610 0 098 000	\$249.17
11	LONESTAR PERCUSSION Total			\$249.17
12	LUNCHTIME SOLUTIONS, INC.	MILK	05 2900 610 0 069 000	\$15.50
13	LUNCHTIME SOLUTIONS, INC. Total			\$15.50
14	MADISON NATIONAL LIFE	RETIREE BASIC LIFE	05 2900 610 0 090 000	\$438.24
15	MADISON NATIONAL LIFE Total			\$438.24
16	MIDWEST SCHOOL SERVICES,	20/21 YEARBOOKS	05 2900 610 0 058 000	\$2,493.75
17	MIDWEST SCHOOL SERVICES, Total			\$2,493.75
18	NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION TO SH	05 2900 610 0 057 000	\$15.53
19	NORFOLK SENIOR HIGH SCHOOL Total			\$15.53
20	NPS GENERAL FUND	M PILAR BEYOND SCHOOL BELLS	05 2900 610 0 038 000	\$1,249.91
21	NPS GENERAL FUND Total			\$1,249.91
22	NPS STUDENT FEES ACCOUNT	AFTERSHOCK G. CARHART	05 2900 610 0 050 000	\$50.00
23		BAND/ORCH RENT A. MENKE	05 2900 610 0 050 000	\$25.00
24	NPS STUDENT FEES ACCOUNT Total			\$75.00
25	NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION TO JH	05 2900 610 0 057 000	\$20.31
26	NPS-JUNIOR HIGH SCHOOL Total			\$20.31
27	SIMONSEN, JIM	BIGGER LOSER REIMBURSEMENT	05 2900 610 0 060 000	\$399.97
28	SIMONSEN, JIM Total			\$399.97
29	TEECO INC	WATER	05 2900 610 0 050 000	\$86.25
30			05 2900 610 0 069 000	\$48.25
31	TEECO INC Total			\$134.50
32	VISA	2021-22 MEMBERSHIP NASBO	05 2900 610 0 050 000	\$575.00
33		ADHESIVE DESKTOP HELPERS #16	05 2900 610 0 058 000	\$83.98

34	ADMIN ASST. DAY GIFTS	05 2900 610 0 050 000	\$240.00
35	BUCKET FILLERS 101 #15	05 2900 610 0 073 000	\$83.85
36	BUZZSPROUT #21	05 2900 610 0 093 000	\$12.00
37	CASEYS #16	05 2900 610 0 044 000	\$39.26
38	COFFEE VISA #24	05 2900 610 0 050 000	\$184.89
39	DOMINOS #3	05 2900 610 0 060 000	\$34.58
40	DRINKS #17	05 2900 610 0 069 000	\$10.25
41	HYVEE #16	05 2900 610 0 040 000	\$28.11
42	JIMMY JOHNS #15	05 2900 610 0 073 000	\$46.41
43	JIMMY JOHNS #22	05 2900 610 0 095 000	\$73.23
44	LOUNGE ITEMS	05 2900 610 0 065 000	\$87.45
45	LUNCH FOR STAFF #10	05 2900 610 0 063 000	\$75.90
46	MEETING SUPPLIES	05 2900 610 0 059 000	\$51.83
47	ORIENTAL TRADING COM #16	05 2900 610 0 045 000	\$219.94
48	PIZZA ORDER #17	05 2900 610 0 069 000	\$29.42
49	SMOKIN STANS #16	05 2900 610 0 040 000	\$130.88
50	SUBWAY #3	05 2900 610 0 060 000	\$100.00
51	SUPPLIES	05 2900 610 0 081 000	\$213.97
52	SUPPLIES FOR NSCAS #18	05 2900 610 0 061 000	\$140.39
53	TU CASA ORDER #17	05 2900 610 0 069 000	\$42.52
54	WALMART SNACKS #18	05 2900 610 0 061 000	\$215.40
55	WALMART, SCOOTERS, EARL MAY	05 2900 610 0 069 000	\$195.77
56	WATER AND SUPPLIES #16	05 2900 610 0 040 000	\$29.40
57	WOOT WOOT CART #10	05 2900 610 0 063 000	\$45.90
58	VISA Total		\$2,990.33
59	Grand Total		\$25,400.75

Board of Education Regular Meeting

Monday, May 10, 2021

Business Meeting: 5:30 PM

Norfolk Public School Administration Building

P.O. Box 139

Norfolk, NE 68702-0139

	Jenna Hatfield:	Present
Brenda Carhart:	Present	Bruce Mitchell: Present
Jake Claussen:	Present	Sandy Wolfe: Present
Tammy Day:	Present	

1. Date Public Notice Appeared in the Norfolk Daily News: May 5, 2021
2. Call to Order

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

 - 2.1. Roll Call—See attendance above.
 - 2.2. Declaration of a Legal Meeting

This is a legal meeting of the board of education, as advertised by the means specified in board policy. A complete copy of the Open Meetings Act is 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. Public Hearing regarding Student Fees for 2021-2022
 - A. The Student Fees Hearing began at 5:31 PM.
 - B. At this time I would like to open the hearing to discuss, consider, and receive input on the student fee policy. Attached for your review are the following:
 1. Student fee receipts and expenditures in 2019-2020 (Attachment A)
 2. Proposed fees for 2021-2022 (Attachment B)
 3. Student Fee Policy #5416 (Attachment C)
 - C. At this time, if any member of the public wishes to comment or give opinions on the student fee policy and proposed fees for 2021-2022, we ask that you come to the microphone and state your name. There were no public comments.
 - D. The district collected \$74,437 in board approved student fees in the areas of instruction and activities during the 2019-2020 school year. These fee dollars can only be expended for the items for which they are collected. The district had \$103,296 in board approved disbursements for 2019-2020 which left the fund with a cash balance of \$338,880 as of August 31, 2020. The cash balance is primarily composed of those fees which are not necessarily expended on an annual basis such as the technology and summer school. The district reviews all items on the proposed fee list annually and only lists those fees which we believe are necessary to help offset the total cost to the district.
 - E. The hearing closed at 5:33 PM.
5. Special Presentations
 - 5.1. Award for Excellence

Deb Kollmar, Norfolk High School Job Coach, received the Award for Excellence.
6. Public Comments & Communication
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 May 2021 by specific fund are listed below:
 - General Fund = \$813,998.66
 - Nutrition Services Fund = \$286,633.16
 - Cooperative Fund = \$16,069.41

- Depreciation Fund = \$65,029.50
 - QCPUF = \$408,505.83
 - Employee Benefit = \$21,806
 - Bond Fund = \$39,541.25
 - Student Fee Fund = \$2,555
- B. The total amount of claims for the month of April 2021 in the Activities Fund is listed below:
- **Activity Fund = \$64,835.67**
- C. All of these claims were reviewed earlier today by the Finance and Facility Committee.
- 7.2. Teaching & Learning Report
- A. I'm pleased to report that we have successfully completed the spring state assessments. In typical years, this is an expectation. This year, it is a celebration. Kudos to teachers and principals for seeing this through and having perseverance despite student absences and newly arrived students into the district. In the future you can expect a report from me on the statewide testing changes. This year was a pilot of the new test. As NDE reports back to us, I will report back to you.
- B. I'm also excited to mention that the Teaching and Learning Department will be hosting and leading some curriculum work this summer. It's starting to turn into a more normal summer where we can channel our energy into forward thinking instead of 'in the moment' thinking.
- C. Summer school planning for K-8 has captured the department's attention during this last month. We are nearly ready. Based upon the recommendations of the Transition Committee, our summer school approach will include a laser light focus on reading, math and writing. Summer school teacher training and planning will occur May 25th - 27th.
- 7.3. Student Programs Report
- A. ELL- The 2021 ELPA21 Summative Scores are anticipated to be available on May 14th. I will share the results in my June report.
- B. Nurses- Our school nurses will attend the State of Nebraska's School Health Conference virtually on June 7th and 8th this summer.
- C. Special Education- I attended the NASES spring conference in Kearney, April 29 and 30. The focus of the conference, Leading for Inclusion, meets our district goals with MTSS and professional development as well.
- 7.4. Student Services Report
- A. Our MTSS Leadership team met last week to review our progress K-6 and feedback we have received from the April 23rd PD day. We had asked teachers to review our decision rules for interventions, how often we provide those, our progress monitoring, and movement within those interventions. We will be providing responses to those staff questions about decision rules this week. We have also started the scheduling process with ESU8 for continuing our MTSS implementation for next year.
- B. On April 26th and 27th I participated in the Racial Equity Institute, sponsored by the Sherwood Foundation, along with other leaders and NSAA members across the state. The training was designed to help participants better understand the foundations in historical and institutional racism. This is another piece to the puzzle we are assembling with our District Equity and Diversity Committee to do some self-evaluation of our current reality as a district. All of these pieces we have been working on, will come together to help us set our goals for future growth, staff development, and programs to better meet the needs of our students.
- C. Finally, some upcoming dates to remember...
- May 12th 2:30pm we have the Completion Ceremony @ Johnny Carson Theater

- May 16th 2:00pm we have our High School Graduation Ceremony in the Main Gym
- May 20th is the end of the school year for our students with an 11:30 am dismissal
- May 21st is the last day for all staff

7.5. Human Resources & Accreditation Report

A. Norfolk Public Schools will be moving into the 2021-2022 school year with an extremely strong incoming group of new hires. Principals have done an outstanding job of selecting highly qualified candidates. Only a few positions are left to fill. The newly hired certified staff will start their year on August 3, 2021. The back-to-school schedule is now being put together.

B. Norfolk Public Schools has the following openings:

Certified Positions ('21-'22):

- Early Childhood Classroom Teacher - Little Panthers Preschool
- Music Teacher - Junior High (0.4 FTE)/District Substitute Teacher (0.6 FTE)
- Art Teacher - Senior High(0.5 FTE)/District Substitute Teacher (0.5 FTE)

7.6. Superintendent's Report

A. Student Enrollment:

- Student enrollment increased by one student this month for a total enrollment of 4464. This is 27 more students than we had at the beginning of the school year. However, it is still 70 students less than we had in May 2020. This drop is likely caused by an increase in homeschooling due to the pandemic. We anticipate many of those students returning next year, but we will monitor this closely, as student enrollment impacts class sizes, staffing needs, facility needs, and school funding.

B. Open Meetings Act:

- Revisions to the Open Meetings Act have been made as a result of Senator Flood's LB 83. Many public entities can now meet electronically. However, this only applies to public school boards if an emergency meeting is declared. Changes were also made regarding the publishing of school board agendas and minutes, but we already exceed those requirements. The one change that you will notice is that individuals who speak during the public forum are now required to identify themselves and share their address and the group or organization that they are representing.
- This bill contained the emergency clause, which means that the changes went into effect immediately.

C. Nebraska Health Standards:

- The Nebraska Department of Education (NDE) released a draft copy of new Health Standards for Nebraska school districts in March, along with a survey for constituents to provide them feedback on these standards. NDE has already received 7000 responses to their survey, which they will use to evaluate the draft standards and make revisions. They are hoping to finish the revision and adoption process in the fall of 2021.
- Once that happens Nebraska schools will have the option of adopting all or part of those health standards ...but were NOT required to do so.
- As a district, we will follow our normal curriculum revision process, meaning that our NPS curriculum committee will review those state standards, along with the National Health Education Standards, and other resources to determine if we need to make any revisions to our current standards and curriculum. This is a lengthy process which could take up to a year, as our NPS teachers, administrators and our teaching and learning team work collaboratively to identify necessary revisions.
- Our current NPS curriculum does not include the highly debated topics of gender identity, sexual orientation, family structures, and gender stereotypes that are currently contained

in the draft state standards. Our local curriculum focuses on personal safety and healthy relationships, the reproductive system, pregnancy prevention via abstinence, and the risks of sexual activity. It also includes other important topics such as nutrition, physical activity, systems of the human body, and disease prevention.

- Upon completion of this curriculum review process, our proposed locally-developed health standards and curriculum will be presented to the Norfolk Public Schools Board of Education at a public meeting, where parents and community members can offer feedback and suggestions. Ultimately, the Board will review the proposed local standards and vote to determine if those standards and curriculum are adopted for study within Norfolk Public Schools.
- I want to note that we appreciate the feedback that we have received from parents and community members regarding the draft state standards and encourage everyone to provide NDE and the State School Board with feedback by completing their survey, which will close later this week.
- I also want to note that Norfolk Public Schools values the important role that parents play in the educational process and we understand that some topics may be best taught within the home. Any parent who would prefer to exclude their child from a specific instructional unit may contact their child's principal with that request.

8. Committee Reports

8.1. Facilities & Finance Committee Report

- A. The committee met at 12:00 today. The claims for the month of May and Activity claims for April were reviewed. The committee heard updates from Otte Construction and Hesper Construction concerning the Grant and Lincoln projects. The committee was then updated on the following:
- Approved NRD grant for elementary playgrounds
 - Purchase of Special Education buses and van
 - Purchase of general use van
 - Nutrition program information for the summer and possibilities in the fall
 - CARES Funding update
- B. The committee then discussed the following items on the agenda tonight as action items:
- Request to take proposals for lunch table replacements at SH, JH, BA, JF and LN
 - Recommendation for awarding a Food Management Company
 - Addition of CDL compensation on the 2021-2022 Classified pay schedule
 - Student Fees for 2021-2022
- C. The next meeting will be Monday, June 14th at 12:00 noon.

8.2 Policy Committee Report

The Policy Committee did not meet this week. However, we did review Policy 5416 related to Student Fees via email. We recommend that the board reaffirm this policy and approve the appendix, which identifies the student fees for 2021-2022.

8.3. Government Relations Committee Report

- A. The Government Relations Committee was very busy this month monitoring bills and emailing senators with questions and concerns. We met on April 21st and 28th.
- B. Several of the bills that we were monitoring did not pass first round debate. They include:
- LB 133/LRCA 11 -- otherwise known as the consumption tax bill
 - LB 408 -- which would have placed a 3% cap on property tax growth
 - LB 454 -- which would have provided state aid for non-equalized schools
 - LB 364 -- which would provide tax credits for donations to non-public schools
- C. Bills that we are still monitoring include:

- LB2 -- which would reduce the value of agriculture land for school bond purposes
 - LB 529 -- otherwise known as the Lottery Bill. This bill is important because it provides dual credit (ACE) and GAP scholarships for students.
 - LB 644 -- which would require a joint property tax hearing for schools, cities and county entities, as well as property tax postcards to all landowners
 - LB 132 -- which would create a School Finance Review Commission to study and make recommendations regarding school funding
 - LB 152 -- which would add requirements to schools regarding financial literacy curriculum
 - LB 523 -- which would eliminate our ability to levy for the Building Fund without a vote of our constituents
- D. Senator Flood has been instrumental in securing amendments to help public schools. He is working very closely with us on several bills, and we appreciate his assistance.
- 8.4. Activities Committee Report
- A. The Activities Committee met on April 26th.
- B. Dr. Jeff Hoffman is serving as Interim AD for the Senior High. He led the meeting and shared that Beau Viergutz has been promoted to JH AP next year and Tyler Beranek will take his place as JH AD and Dean of Students.
- C. Dr. Hoffman and Mr. Viergutz shared updates on Spring Activities and hiring for 2021-2022.
- D. Dr. Hoffman shared an NSAA update. He indicated that the NSAA may sanction Girls Wrestling next year and that they have already sanctioned Bowling. Proposals regarding the addition of these activities at NHS may be presented to the Activities Committee and School Board at a later date.
- E. Dr. Hoffman shared an update regarding summer camps and the summer weight room. We will be offering both at NHS this summer, with safety protocols in place. This may mean that we need to limit the number of students that participate or offer multiple sections. Those plans have not been finalized yet.
- F. Our weight lifting program is being updated to better meet the needs of our student-athletes. The changes will begin this summer and continue into 2021-2022. They include a new Teambuildr app that will help individualize student programs and track their progress.
- G. Activities Committee Meetings for 2021-2022 have been scheduled for:
- Monday, October 4, 2021, Noon, Central Office
 - Monday, December 20, 2021, Noon, Central Office
 - Monday, February 21, 2022, Noon, Central Office
 - Monday, April 25, 2022, Noon, Central Office
- 8.5. Curriculum Committee Report
- A. On April 26th a brief curriculum meeting was held to discuss Middle School Music resources. The Middle School Music teacher, with the help of the teaching and learning team, completed the Decision-Making Matrix to review appropriate resources for 5th and 6th grade. After the review was completed, it was decided to purchase Quaver Music for 5th and 6th grade due to the age appropriateness, digital friendly features, and alignment to standards.
- B. A curriculum committee meeting will be held next fall to review completed summer work.
- 8.6. American Civics Committee Report
- A. On April 26th at 4:30 p.m. the American Civics Committee met at Central Office as posted in the Norfolk Daily News. Members present were Jenna Hatfield, Jake Claussen, Beth

Nelson and me. Other attendees were Dr. Thompson, Sharie Thelen, Jared Oswald, Chris Swenson and Stephanie Chandler.

- B. The meeting was called to order. [Beth Nelson](#) welcomed everyone and gave a brief overview of the committee responsibilities for the new members. No public guests were in attendance.
 - C. Jared Oswald gave an update on the Senior High Civics Graduation Requirement Project by sharing a couple of examples. The project is currently completed in the required government class however, teachers have been discussing if the project might better align with American History II. Teachers will be making a decision on this by the end of the school year.
 - D. Sharie Thelen and Chris Swenson gave an update on the 8th grade American History textbook selection. New teacher materials were necessary to meet state standards. They shared the decision-making matrix used for rating and comparing resources. After piloting two different resources, they chose the McGraw Hill, Discovering Our Past History of US resource, based upon ease of use, the online features and assessment test bank. Special consideration for cultural sensitivity was given during the review process.
 - E. Sharie Thelen and Beth Nelson reported on the 4th Grade Nebraska Studies pilot. Gibbs Smith Education is the only company that currently publishes an exclusive Nebraska resource. Two teachers are participating in a pilot of The Nebraska Adventure. It appears to be a good fit and similar to current materials. This resource has been chosen and 4th grade teachers are excited for an update and the incorporation of online resources.
 - F. Beth Nelson indicated that there will be a lot of social studies curriculum work completed during the 2021-22 school year to catch up from a lack of that ability this year.
 - G. The Civics Committee Meeting was adjourned at 5:11 p.m.
- 8.7. Norfolk Public Schools Foundation Committee Report
- A. The Norfolk Public Schools Foundation Board of Directors met on April 19, 2021 at 4:30 p.m. via Zoom. Fourteen board members were present.
 - B. The board reviewed the meeting minutes from March and the financial reports and the quarterly investment report.
 - C. President Bobbi Theisen shared with the board an update regarding the hiring of a new Executive Director for the foundation. Several applications were received and four candidates were interviewed. An offer was extended to Callan Collins. Callan has accepted the position and will start in May and train with current Executive Director Sarah Dittmer prior to her departure.
 - D. Executive Director Sarah Dittmer shared an update with the Foundation Board regarding the Norfolk Area Big Give scheduled for 5/25/2021. She said the NPS Foundation will again participate in this event and will showcase a couple classroom options for community members to support. She also shared that the Philanthropy Council has decided to extend the days for giving from 5/17 to 5/25, with the active promotion and celebration of the community giving day occurring on 5/25.
 - E. Committees have been busy this spring season. Reports included a mention that the NPSF Traditions Breakfast is scheduled for 10/28/2021 at 7:00 a.m. and the venue has been reserved. Also mentioned was the upcoming scholarship selection process and the foundation's participation in Honors Night on 5/13. In addition, grant applications are currently being accepted for the 2021-22 school year.
- 8.8. Minutes of Committee Meetings
Minutes of the May 4, 2021 Nurses and Student Health meetings were reviewed.
9. Approve Consent Agenda

Motion to approve the consent agenda at 6:05PM passed with a motion by Tammy Day and a second by Bruce Mitchell.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

9.1. Minutes of Previous Meetings
Minutes of the April 12 and April 22, 2021 school board meetings were reviewed.

9.2. Personnel

9.2.1. Contract Approval

Rylee Bessmer

- 2021-2022, 3rd-4th Grade Teacher, Lincoln Montessori
- 12/2020 - Bachelor of Science, Elementary Education, Wayne State College, Wayne, NE
- 1/2021-Present, Remote Learning Teacher, Norfolk Public Schools

Amy Brown

- 2021-2022, Assistant Principal, Norfolk Middle School
- Transferred from 5th Grade Teacher at Norfolk Middle School

Brian Cleary

- 2021-2022, Special Education Teacher, Norfolk Junior High
- Master of Arts, Special Education-Assistive Technology Specialist, University of Nebraska, Kearney
- 2013-Present, Alternate Curriculum Program Teacher, Omaha, NE

Molly Haselhorst

- 2021-2022, Elementary Reading Teacher (.5 FTE), Bel Air Elementary
- Bachelor of Science, University of South Dakota, Vermillion, SD
- 2016-Present, 4th Grade Teacher, Hartington-Newcastle Public School, Hartington, NE

Alexandra Knapp

- 2021-2022, School Psychologist, NPS District
- Education Specialist, School Psychology, University of Nebraska, Kearney, NE
- 8/2020-Present, School Psychologist, Elkhorn Public Schools, Omaha, NE

9.2.2. Resignations

None at this time.

9.3. Claims

Attached are the claims for the month of May 2021. These claims were reviewed earlier today by our Finance and Facility Committee. There is one conflict statement for this month that needs to be read before voting.

10. Action Items

10.1. Discuss, consider and take action to reaffirm Board Policy 5416 (Student Fees) and set fees for 2021-2022

Motion to reaffirm Board Policy 5416 (Student Fees) and approve the appendix, setting student fees for 2021-2022 at 6:07 PM passed with a motion by Bruce Mitchell and a second by Jake Claussen.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

10.2. Discuss, consider and take action to approve the purchase of 4th and 8th Grade Social Studies curriculum materials

Motion to approve the purchase of 4th and 8th Grade Social Studies curriculum materials at 6:09 PM passed with a motion by Jenna Hatfield and a second by Tammy Day.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

10.3. Discuss, consider and take action to approve the purchase of middle school music curriculum materials

Motion to approve the purchase of middle school music curriculum materials at 6:10 PM passed with a motion by Bruce Mitchell and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

10.4. Discuss, consider and take action to approve the Food Management Contract with Lunchtime Solutions

After going through a detailed process overseen by NDE, Lunchtime Solutions scored the highest in its RFP review. So they have been recommended to continue to provide food management services to the district. This new agreement is a five-year agreement through the 2025-2026 school year. Our relationship with Lunchtime Solutions has been strong and we are excited to continue to work with them over the next contract period.

Motion to approve the Food Management Contract with Lunchtime Solutions at 6:12 PM passed with a motion by Jake Claussen and a second by Brenda Carhart.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

10.5. Discuss, consider and take action to approve the amended 2021-2022 hourly classified staff pay schedule

In order to help promote employees to obtain and maintain a CDL operator license. It is recommended that the district add a 20 cent per hour incentive to our current employees who have CDL's and future employees who have a CDL or are willing to obtain one. This pay structure would start in the 2021-2022 school year.

Motion to approve the amended 2021-2022 hourly classified staff pay schedule at 6:15 PM passed with a motion by Tammy Day and a second by Jake Claussen.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

10.6. Discuss, consider and take action to approve the seeking of bids for lunch table replacements
The SH, JH, BA, JF and LN have a large number of lunch table that are at or near the end of their life. Many are beyond repair or we can no longer get repair parts for them. So I am recommending the district seek proposals for new tables which will be funded by the district nutrition fund. We will be specifying Sico tables which have a strong warranty, safety features and a track record for many years of use.

Motion to approve the seeking of bids for lunch table replacements at 6:17 PM passed with a motion by Bruce Mitchell and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

10.7. Discuss, consider and approve the 2021-2022 Certified Staff Handbook

A. In addition to basic date and name changes, some items in the handbook have been updated to reflect previously approved policy changes:

- Article 5, Section 22, Professional Boundaries Between Employees and Students, was updated to align with the previously approved Policy 4025. Several additions had been made to the policy, based upon revisions to state law.
- Article 5, Section 24, Injury Leave, was added to the Certified Staff Handbook to align with Policy 4031, a previously approved policy.
- Article 5, Section 49, Media Requests, was added to the Certified Staff Handbook, informing staff that all media requests are to be referred to the Superintendent and/or Director of Communications.
- Article 7, Section 4 was updated to align with the previously approved Policy 6117 (Ceremonies), which was aligned with the new American Civics law, making our list of ceremonies and holidays to be celebrated consistent with the new statute.

Motion to approve the 2021-2022 Certified Staff Handbook at 6:23 PM passed with a motion by Jenna Hatfield and a second by Tammy Day.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

11. Future Meetings

- A. The next regular meeting of the Board of Education will be held on Monday, June 14, 2021. 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.
- B. There will not be a second school board meeting in May.

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

- 12.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
An Executive Session was not convened.

13. Adjournment

The meeting adjourned at 6:24 PM.

Chairperson

Superintendent

Special Board of Education Meeting

Tuesday, June 1, 2021 5:30 PM

Norfolk Public Schools Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

	Jenna Hatfield:	Present	
Brenda Carhart:	Present	Bruce Mitchell:	Present
Jake Claussen:	Absent	Sandy Wolfe:	Present
Tammy Day:	Absent		

- 1. Date Public Notice Appeared in the Norfolk Daily News: May 26, 2021
- 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 Tammy Day and Jake Claussen at 5:31 PM passed with a motion by Bruce Mitchell and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Absent	Bruce Mitchell:	Yea
Tammy Day:	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. Public Comments and Communication
- 4. Action Items

- 4.1. Discuss, consider and take action to approve new mask protocols for summer school

A. I am recommending the following mask protocol for summer school:

- 1. Face masks are encouraged, but not required for staff and students.
- 2. Face masks may be required in a specific building if COVID-19 cases rise and the administration believes that this safety precaution is necessary to prevent further spread and a possible school closure. The Superintendent has the authority to make this decision and take action immediately, if/when it is warranted.

B. This recommendation is based upon the following information:

Center for Disease Control 5/13/2021:

- Fully vaccinated people can resume activities without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

Nebraska Association of Local Health Directors 5/14/2021

- Masks are NOT included as an action that schools should take in order to avoid COVID-19 outbreaks. Masks are included as an action that individuals can take to help their schools avoid COVID-19 outbreaks.

The Elkhorn Logan Valley Public Health Department 5/17/2021

- Mask requirements are no longer listed as a guideline for schools. They are now considered an individual's responsibility.

- Because schools have less student density in buildings during summer school, this is a natural transition point in regards to moving away from masks.
- Not wearing a mask at school will not result in a quarantine.
- Case counts within our region have been extremely low.
- We are beginning the process of getting back to normal.

The Governor

- All Nebraska Directed Health Measures related to COVID-19 have been discontinued.
- Ricketts issued an executive order that says face masks and coverings are not to be required by any state agency.
 - IMPORTANT NOTE: A public school is a political subdivision of the State—not a state agency. Therefore, public school districts are not covered by the new Executive Order. We are able to make decisions based upon what is best for our students, staff and community.

- C. **All other COVID-19 Safety Protocols will remain in place until the COVID-19 Return to School Committee has met to update/revise these plans. I anticipate that revised COVID-19 Safety Protocols will be presented to the Board for consideration in July.**

Motion to approve the mask protocol to include all NPS buildings and activities throughout the summer of 2021, as presented at 5:38 PM passed with a motion by Bruce Mitchell and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Absent	Bruce Mitchell:	Yea
Tammy Day:	Absent	Sandy Wolfe:	Yea

4.2. Contract Approval

Michelle Austin

- 2021-2022, PreK Teacher at Little Panthers Preschool
- Bachelor of Arts, Early Childhood Education, University of Nebraska, Kearney
- 8/2020-Present, Sixpence Family Facilitator, Norfolk Family Coalition/Norfolk Public Schools

Ashley Foreman

- 2021-2022, 4th Grade Teacher, Westside Elementary
- 5/2021, Bachelor of Science, Early Childhood Education, Wayne State College, Wayne, NE
- 1/2021-5/2021, Completed Student Teaching at Westside Elementary, Norfolk, NE

Kristin Winegar

- 2021-2022, 2nd Grade Teacher, Jefferson Elementary
- Bachelor of Science, Early Childhood Education, Wayland Baptist University, Plainview, TX
- 8/2020-Present, Substitute Teacher for Norfolk Public Schools

Motion to approve the contracts as listed at 5:41 PM passed with a motion by Jenna Hatfield and a second by Brenda Carhart.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Absent	Bruce Mitchell:	Yea
Tammy Day:	Absent	Sandy Wolfe:	Yea

5. Executive Session -- To Discuss Personnel -- As Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual

- 5.1. Convene Executive Session -- To Discuss Personnel -- As Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual

Motion to Convene Executive Session--to Discuss Personnel--as needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual at 5:42 PM passed with a motion by Bruce Mitchell and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Absent	Bruce Mitchell:	Yea
Tammy Day:	Absent	Sandy Wolfe:	Yea

- 5.2. Reconvene Meeting from Executive Session

The meeting reconvened from the Executive Session at 5:55 PM.

- 5.3. Approval of Any Action Deemed Necessary as a Result of Executive Session

This will be covered in Action Item 6.1.

6. Action Items

- 6.1. Resignation

Tamela Korth--5th grade Teacher at Norfolk Middle School

Motion to accept the resignation of Tamala Korth at 5:55 PM passed with a motion by Brenda Carhart and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Absent	Bruce Mitchell:	Yea
Tammy Day:	Absent	Sandy Wolfe:	Yea

7. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, June 14, 2021. 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.

8. Adjournment

The meeting adjourned at 5:56 PM.

Chairperson

Superintendent

JUNE 14, 2021

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1	4IMPRINT	STUDENT SUPPLIES	01 6910 610 1 004 000	\$1,309.22
2			01 6910 610 2 004 000	\$1,309.22
3	4IMPRINT Total			\$2,618.44
4	A TO Z VAC & SEW	VACUUMS AND BAGS	01 2610 610 1 001 000	\$1,622.63
5			01 2610 610 2 001 000	\$1,622.62
6	A TO Z VAC & SEW Total			\$3,245.25
7	ACT	PREACT REPORTING PACKAGE 8/9	01 1100 340 2 028 001	\$4,340.00
8	ACT Total			\$4,340.00
9	ADVANCE AUTO PARTS	BRAKE PADS BUS 8H	01 2712 610 1 001 000	\$37.69
10		FLANGE GASKET BUS 8H	01 2712 610 1 001 000	\$10.31
11		MIRROR GLASS REPLACEMENT	01 2650 610 1 001 000	\$16.55
12	ADVANCE AUTO PARTS Total			\$64.55
13	AED SUPERSTORE	GLOVES	01 1200 610 1 004 000	\$675.00
14			01 1200 610 2 004 000	\$675.00
15	AED SUPERSTORE Total			\$1,350.00
16	APPEARA	CLEANING SERVICES	01 2410 340 2 141 002	\$78.73
17		LAUNDRY SERVICE	01 1100 340 2 211 001	\$67.31
18			01 2410 340 2 209 001	\$208.57
19		MOPS	01 2610 431 1 001 000	\$171.60
20			01 2610 431 2 001 000	\$171.60
21		WORK SHIRTS	01 2610 431 1 001 000	\$259.14
22			01 2610 431 2 001 000	\$259.14
23			01 2620 431 1 001 000	\$64.80
24			01 2620 431 2 001 000	\$64.80
25	APPEARA Total			\$1,345.69
26	APPLE INC	APPS FOR THERAPY	01 2151 610 1 496 014	\$43.90
27		IPADS	01 1200 650 1 004 000	\$524.25

28			01 1200 650 2 004 000	\$524.25
29		TESTING SUPPLIES	01 2151 610 1 854 009	\$59.99
30		VPP CREDIT FOR EDUCATION	01 1100 643 1 302 004	\$59.99
31	APPLE INC Total			\$1,212.38
32	ARKFELD, KAREN	MILEAGE	01 1200 333 1 004 000	\$50.99
33			01 1200 333 2 004 000	\$50.99
34	ARKFELD, KAREN Total			\$101.98
35	AUSTIN, MICHELLE	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$95.14
36	AUSTIN, MICHELLE Total			\$95.14
37	BAUER BUILT, INC	INSTALL TRAILER PARTS	01 2650 340 1 001 000	\$232.00
38			01 2650 340 2 001 000	\$232.00
39		KUBOTA MOWER PARTS	01 2630 610 1 001 000	\$68.00
40			01 2630 610 2 001 000	\$68.00
41		KUBOTA MOWERS TIRE REPAIRS	01 2630 340 1 001 000	\$41.80
42			01 2630 340 2 001 000	\$41.80
43		NEW TIRES BUS 8H	01 2732 430 1 001 000	\$528.04
44	BAUER BUILT, INC Total			\$1,211.64
45	BELSAN, TERRY	ELL MILEAGE	01 1150 333 1 004 000	\$52.42
46	BELSAN, TERRY Total			\$52.42
47	BENDER, DENISE	MILEAGE	01 1100 333 1 001 000	\$77.25
48			01 1100 333 2 001 000	\$77.25
49	BENDER, DENISE Total			\$154.50
50	BENNETT, AMY	STAFF MILEAGE	01 2151 333 1 004 000	\$84.00
51	BENNETT, AMY Total			\$84.00
52	BLAYLOCK, JILL M	STAFF MILEAGE	01 6200 333 1 028 000	\$70.84
53	BLAYLOCK, JILL M Total			\$70.84
54	BLICK ART MATERIALS	GENERAL SUPPLIES	01 1100 610 1 011 000	\$2,631.84
55	BLICK ART MATERIALS Total			\$2,631.84
56	BOMGAARS SUPPLY	BUS WASH	01 2650 610 1 001 000	\$1.50
57			01 2650 610 2 001 000	\$1.49
58		CABLE CLAMP	01 2610 610 1 001 000	\$0.85
59			01 2610 610 2 001 000	\$0.84
60		LANDSCAPE SUPPLIES	01 2630 610 2 001 001	\$117.66
61		ORTHO WEED KILLER	01 2630 610 1 001 010	\$18.99

62		PARTS FOR BUS #9	01 2710 610 1 001 000	\$46.41
63			01 2710 610 2 001 000	\$46.40
64		PUTTY KNIVES	01 2610 610 1 001 010	\$11.35
65		RED MULCH	01 2630 610 2 001 001	\$359.00
66		REPAIRS TO BUS #9	01 2710 610 1 001 000	\$17.98
67			01 2710 610 2 001 000	\$17.97
68		ROUND UP	01 2630 610 1 001 000	\$45.00
69			01 2630 610 2 001 000	\$44.99
70		SHOP SUPPLIES	01 2620 610 1 001 000	\$18.98
71			01 2620 610 2 001 000	\$18.97
72		SOLAR SALT	01 2620 610 1 001 009	\$65.88
73			01 2620 610 1 001 021	\$43.92
74		WEEDKILLER	01 2630 610 1 001 000	\$45.98
75			01 2630 610 2 001 000	\$45.98
76	BOMGAARS SUPPLY Total			\$970.14
77	BORGMAN, ROGER	ACTIVITY WORKER	01 2190 120 2 001 000	\$37.00
78	BORGMAN, ROGER Total			\$37.00
79	BOYS TOWN	APRIL SPECIAL ED. T. KAUP AND	01 1200 561 1 004 000	\$4,641.84
80			01 1200 890 1 004 000	\$758.16
81	BOYS TOWN Total			\$5,400.00
82	BRADLEY, JALEN	ACTIVITY WORKER	01 2190 120 2 001 000	\$80.94
83	BRADLEY, JALEN Total			\$80.94
84	BRAINPOP LLC	GENERAL SUPPLIES	01 1100 610 1 201 003	\$1,795.00
85	BRAINPOP LLC Total			\$1,795.00
86	BRUHA, ALEXIS	MILEAGE	01 1291 333 1 004 021	\$17.70
87			01 1292 333 1 004 000	\$17.69
88	BRUHA, ALEXIS Total			\$35.39
89	CDW GOVERNMENT, INC	PROJECTOR	01 1100 731 1 430 014	\$399.00
90	CDW GOVERNMENT, INC Total			\$399.00
91	CENGAGE LEARNING	TIME ZONES STARTER COMBO	01 6925 610 1 004 000	\$109.32
92			01 6925 610 2 004 000	\$109.31
93	CENGAGE LEARNING Total			\$218.63
94	CITY OF NORFOLK	CONSTRUCTION & DEMO WASTE	01 2620 420 1 001 000	\$6.00
95			01 2620 420 2 001 000	\$6.00

96		WATER	01 2610 410 1 001 000	\$197.01
97			01 2610 410 1 001 003	\$447.19
98			01 2610 410 1 001 004	\$424.24
99			01 2610 410 1 001 005	\$379.00
100			01 2610 410 1 001 008	\$382.75
101			01 2610 410 1 001 009	\$339.79
102			01 2610 410 2 001 000	\$197.01
103			01 2610 410 2 001 002	\$1,194.60
104	CITY OF NORFOLK Total			\$3,573.59
105	CLAYTON, WENDY	ACTIVITY WORKER	01 2190 120 2 001 000	\$104.06
106	CLAYTON, WENDY Total			\$104.06
107	COLLINS, NICHOLAS	SOCCER @LINCOLN HIGH	01 2190 580 2 001 000	\$11.01
108		TRACK @ PIERCE	01 2190 580 2 001 000	\$6.54
109		TRACK @BC	01 2190 580 2 001 000	\$9.04
110		TRACK @GRAND ISLAND	01 2190 580 2 001 000	\$21.48
111		TRACK @LINCOLN HIGH	01 2190 580 2 001 000	\$26.00
112	COLLINS, NICHOLAS Total			\$74.07
113	CORNHUSKER INTERNATIONAL	COOLANT FOR BUS 8	01 2710 610 1 001 000	\$3.81
114			01 2710 610 2 001 000	\$3.80
115	CORNHUSKER INTERNATIONAL Total			\$7.61
116	CORNHUSKER STATE	BOOKCASE SHELVES	01 1100 610 1 201 003	\$96.00
117	CORNHUSKER STATE Total			\$96.00
118	CRAVEN, SHEILA	CONTRACTED OT SERVICES	01 2161 320 1 004 000	\$5,242.75
119			01 2162 320 1 004 000	\$2,847.50
120			01 2163 320 1 004 000	\$83.75
121		CONTRACTED OT SERVICES MILEAGE	01 2161 334 1 004 000	\$28.28
122			01 2162 334 1 004 000	\$9.63
123			01 2163 334 1 004 000	\$3.58
124	CRAVEN, SHEILA Total			\$8,215.49
125	CURRICULUM ASSOCIATES	TEACHER AND STUDENT GUIDES	01 1200 610 1 954 012	\$60.51
126	CURRICULUM ASSOCIATES Total			\$60.51
127	CUSTOM SPORTS	STOLE VINYL LETTERING	01 2490 610 2 209 001	\$400.00
128	CUSTOM SPORTS Total			\$400.00
129	DANIEL, JULIE	MILEAGE	01 2181 333 1 004 000	\$143.47

130			01 2181 333 2 004 000	\$143.47
131			01 2182 333 1 004 021	\$143.47
132			01 2183 333 1 004 000	\$143.46
133	DANIEL, JULIE Total			\$573.87
134	DITTER, KERSTIN	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$42.39
135		SIXPENCE MILEAGE	01 3541 333 1 004 000	\$206.47
136	DITTER, KERSTIN Total			\$248.86
137	DIVIS, DUANE	ACTIVITY WORKER	01 2190 120 2 001 000	\$30.06
138	DIVIS, DUANE Total			\$30.06
139	EAKES OFFICE PLUS	CARD STOCK	01 2320 610 1 033 000	\$14.14
140			01 2320 610 2 033 000	\$14.14
141		CARD STOCK PAPER	01 2320 610 1 033 000	\$6.58
142			01 2320 610 2 033 000	\$6.57
143		CORRIDOR SIGN	01 1100 610 1 302 004	\$56.44
144		LEASE BUY OUT LPP COPIERS	01 2530 340 1 001 000	\$4,091.41
145			01 2530 340 2 001 000	\$4,091.40
146		NAME PLATES	01 1100 610 1 602 005	\$60.13
147		STAPLES FOR PRINTER	01 1100 610 1 104 010	\$98.00
148		SUPPLIES	01 2610 610 1 001 000	\$247.75
149			01 2610 610 2 001 000	\$247.75
150		VELLUM 67# PAPER	01 2320 610 1 033 000	\$6.58
151			01 2320 610 2 033 000	\$6.57
152	EAKES OFFICE PLUS Total			\$8,947.46
153	EARTH WALK	CHARGING CART	01 1100 610 1 201 003	\$999.00
154		LOCKS	01 1100 731 1 430 014	\$45.00
155	EARTH WALK Total			\$1,044.00
156	ECHO GROUP INC	BALLAST	01 2620 610 1 001 014	\$152.20
157		BATTERIES	01 2620 610 1 001 008	\$114.48
158		ELECTRIC BALLAST	01 2620 610 1 001 000	\$71.40
159			01 2620 610 1 001 003	\$100.17
160			01 2620 610 1 001 010	\$14.31
161			01 2620 610 2 001 000	\$71.40
162	ECHO GROUP INC Total			\$523.96
163	EDFICIENCY LLC	SUBSCRIPTION RENEWAL	01 2410 340 2 209 001	\$5,090.00

164	EDFICIENCY LLC Total			\$5,090.00
165	EGAN SUPPLY COMPANY	BEARING SPINDLE, BELT	01 2610 610 1 001 003	\$71.75
166		FLEX TIP MAT	01 2610 610 1 001 000	\$255.52
167			01 2610 610 2 001 000	\$255.52
168		SUPPLIES	01 2610 610 1 001 000	\$3,612.11
169			01 2610 610 2 001 000	\$3,612.11
170	EGAN SUPPLY COMPANY Total			\$7,807.01
171	ELECTRIC ENGINEERING	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$46.60
172			01 2610 610 2 001 000	\$46.60
173	ELECTRIC ENGINEERING Total			\$93.20
174	ELECTRONIC SYSTEMS	REPAIR TO SMOKE DETECTOR	01 2620 431 2 001 001	\$448.00
175	ELECTRONIC SYSTEMS Total			\$448.00
176	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 1 001 000	\$260.40
177			01 2510 340 2 001 000	\$260.40
178	ESSENTIAL SCREEN Total			\$520.80
179	ESU 8	ANNUAL SRS CHARGES	01 1200 350 1 004 000	\$4,292.00
180			01 1200 350 2 004 000	\$4,292.00
181		LEVEL III EDUCATION MAR21	01 1200 591 2 004 000	\$4,500.00
182		MENTAL HEALTH MAR 2021	01 2141 591 2 014 000	\$8,640.00
183		SPED PRE SCHOOL MAR21	01 1291 591 1 004 021	\$410.30
184	ESU 8 Total			\$22,134.30
185	ETC MONTESSORI	GENERAL SUPPLIES	01 1100 610 1 028 005	\$442.93
186	ETC MONTESSORI Total			\$442.93
187	FASTENAL INDUSTRIAL	LAWNCARE SUPPLIES	01 2630 610 1 001 000	\$28.38
188			01 2630 610 2 001 000	\$28.37
189	FASTENAL INDUSTRIAL Total			\$56.75
190	FERNAU, JESSICA	MILEAGE	01 1291 333 1 004 021	\$18.26
191			01 1292 333 1 004 000	\$18.25
192	FERNAU, JESSICA Total			\$36.51
193	FICK, KATHY	MILEAGE	01 2151 333 1 004 000	\$17.89
194			01 2151 333 2 004 000	\$17.89
195	FICK, KATHY Total			\$35.78
196	FIRST CHOICE FOOD	LUNCH INTERVIEW DAY	01 2320 890 1 033 000	\$23.75
197			01 2320 890 2 033 000	\$23.75

198	FIRST CHOICE FOOD Total			\$47.50
199	FLOOR MAINTENANCE	ZIP BROOMS	01 2610 610 1 001 000	\$105.36
200			01 2610 610 2 001 000	\$105.36
201	FLOOR MAINTENANCE Total			\$210.72
202	FOSTER, ELIZABETH	PARENT MILEAGE	01 2713 332 1 004 021	\$19.71
203	FOSTER, ELIZABETH Total			\$19.71
204	FOX, CINDY	NURSE MILEAGE	01 2130 333 1 004 000	\$50.39
205			01 2130 333 2 004 000	\$50.39
206	FOX, CINDY Total			\$100.78
207	FRISCH, VIRGINIA	CLUB FACILITATOR	01 6968 340 1 001 014	\$400.00
208			01 6968 340 2 001 002	\$800.00
209	FRISCH, VIRGINIA Total			\$1,200.00
210	GANSEBOM, MICHAILA	NE ST MUSIC ED ASSOCIATION	01 6310 810 2 028 000	\$135.00
211	GANSEBOM, MICHAILA Total			\$135.00
212	GIBBS SMITH PUBLISHER	BOOKS & PERIODICALS	01 6997 640 1 945 000	\$39,521.08
213	GIBBS SMITH PUBLISHER Total			\$39,521.08
214	GLASS EDGE INC, THE	FIBERGLASS SCREEN INSTALL	01 2620 610 1 001 003	\$52.65
215		INSTALL NORTH EXTERIOR DOOR	01 2620 431 1 001 012	\$289.00
216		KEY REPAIR STORMDOOR	01 2620 610 1 001 000	\$25.00
217			01 2620 610 2 001 000	\$25.00
218		STANLEY CONTROL EXTERIOR DOOR	01 2620 731 1 001 000	\$524.00
219			01 2620 731 2 001 000	\$524.00
220	GLASS EDGE INC, THE Total			\$1,439.65
221	GOPHER	PE BALLS	01 1100 610 1 414 014	\$345.89
222	GOPHER Total			\$345.89
223	GROSSERODE, SAMANTHA	PARENT MILEAGE	01 2713 332 1 004 021	\$250.88
224	GROSSERODE, SAMANTHA Total			\$250.88
225	GUMB, KRISTI	MILEAGE	01 2713 332 1 004 021	\$31.36
226		PARENT MILEAGE	01 2713 332 1 004 021	\$28.22
227	GUMB, KRISTI Total			\$59.58
228	HACKER, LAURIE	MILEAGE	01 2151 333 1 004 000	\$26.21
229		STAFF MILEAGE	01 2151 333 1 004 000	\$28.22
230	HACKER, LAURIE Total			\$54.43
231	HARPER, JR MD, CHARLES	DR SIGNATURE FOR MIPS	01 2190 340 1 004 000	\$315.00

232	HARPER, JR MD, CHARLES Total			\$315.00
233	HAVRANEK, CHRIS	PARENT MILEAGE	01 2712 332 1 004 000	\$68.10
234	HAVRANEK, CHRIS Total			\$68.10
235	HEINEMANN	BOOKS & PERIODICALS	01 6200 640 1 028 003	\$8,556.50
236	HEINEMANN Total			\$8,556.50
237	HIRSCH, HEATHER	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$248.95
238	HIRSCH, HEATHER Total			\$248.95
239	HIRSCHMAN, MELORA	MILEAGE	01 1100 333 1 001 000	\$60.00
240			01 1100 333 2 001 000	\$60.00
241	HIRSCHMAN, MELORA Total			\$120.00
242	HOEFER, RACHAEL	PARENT MILEAGE	01 2712 332 1 004 000	\$51.07
243	HOEFER, RACHAEL Total			\$51.07
244	HOFMANN PLUMBING	CABLED GIRLS SINKS	01 2620 431 2 001 001	\$335.75
245		CABLED SHOP SEWER LINE	01 2620 431 2 001 001	\$500.00
246	HOFMANN PLUMBING Total			\$835.75
247	HOLIDAY INN KEARNEY	NASES SPRING CONF. LODGING	01 1200 580 1 004 000	\$219.90
248	HOLIDAY INN KEARNEY Total			\$219.90
249	HOME DEPOT PRO, THE	SUPPLIES	01 2610 610 1 001 000	\$5,182.17
250			01 2610 610 2 001 000	\$5,182.16
251			01 6997 610 1 945 000	\$8,499.90
252			01 6997 610 2 945 000	\$8,499.90
253		VAC BAGS	01 2610 610 1 001 000	\$191.10
254			01 2610 610 2 001 000	\$191.10
255	HOME DEPOT PRO, THE Total			\$27,746.33
256	HOMETOWN LEASING	COPIES/PRINTING	01 1100 340 1 104 010	\$693.66
257			01 1100 340 1 201 003	\$553.43
258			01 1100 340 1 302 004	\$272.21
259			01 1100 340 1 430 014	\$916.52
260			01 1100 340 1 602 005	\$175.10
261			01 1100 340 1 705 008	\$451.70
262			01 1100 340 1 819 009	\$331.26
263			01 1100 340 1 904 012	\$259.23
264			01 1100 340 2 141 002	\$736.50
265			01 1100 340 2 209 001	\$1,548.16

266			01 1125 340 2 209 001	\$17.96
267			01 1190 610 1 163 021	\$74.10
268			01 1291 610 1 017 000	\$90.63
269			01 1292 610 1 017 000	\$90.63
270			01 2530 340 1 001 000	-\$3,002.82
271			01 2530 340 2 001 000	-\$3,002.81
272			01 2620 431 0 001 000	\$12.89
273			01 6996 340 1 945 004	\$10.77
274			01 6996 340 2 945 001	\$11.39
275	HOMETOWN LEASING Total			\$240.51
276	IMAGINE LEARNING	LANGUAGE & LITERACY STUDENT	01 6997 643 1 945 000	\$14,625.00
277			01 6997 643 2 945 000	\$14,625.00
278	IMAGINE LEARNING Total			\$29,250.00
279	INITIATIVE ONE	PDP ASSESSMENT/TEAM SCAN	01 6997 330 1 945 000	\$27,300.00
280			01 6997 330 2 945 000	\$27,300.00
281	INITIATIVE ONE Total			\$54,600.00
282	J W PEPPER, INC	CHOIR MUSIC	01 1100 610 2 116 002	\$256.04
283		CONCERT MUSIC	01 1100 610 2 205 001	\$288.99
284		MUSIC	01 1100 610 1 418 014	\$236.99
285			01 1100 610 2 205 001	\$28.98
286		MUSIC SHEETS	01 1100 610 2 116 002	\$92.77
287	J W PEPPER, INC Total			\$903.77
288	JAMES, ALLISON	MILEAGE	01 2181 333 1 004 000	\$20.59
289			01 2181 333 2 004 000	\$20.59
290			01 2182 333 1 004 021	\$20.59
291	JAMES, ALLISON Total			\$61.77
292	JIMENEZ CONSTRUCTION LLC	CONCRETE	01 2620 431 1 001 010	\$13,812.18
293			01 2620 431 1 001 012	\$13,683.44
294	JIMENEZ CONSTRUCTION LLC Total			\$27,495.62
295	JOCOT, TYLER	BASEBALL @ COLUMBUS	01 2190 580 2 001 000	\$15.71
296	JOCOT, TYLER Total			\$15.71
297	JOHNS DISPOSAL	SHREDDING	01 2410 340 2 209 001	\$35.00
298	JOHNS DISPOSAL Total			\$35.00
299	JOSTENS	DIPLOMAS	01 2490 610 2 209 001	\$32.01

300	JOSTENS Total			\$32.01
301	KAUP FORAGE & TURF	GRASS SEED	01 2630 610 1 001 000	\$24.38
302			01 2630 610 2 001 000	\$24.37
303		KILLZALL/OVERTIME PLUS	01 2630 610 1 001 000	\$114.36
304			01 2630 610 2 001 000	\$114.36
305	KAUP FORAGE & TURF Total			\$277.47
306	KELLY SUPPLY COMPANY	GENERAL BALL BEARINGS	01 2620 610 1 001 000	\$6.93
307			01 2620 610 2 001 000	\$6.93
308	KELLY SUPPLY COMPANY Total			\$13.86
309	KLEINSCHMIT, LETISHIA	MILEAGE	01 2151 333 1 004 000	\$17.25
310	KLEINSCHMIT, LETISHIA Total			\$17.25
311	KNIGHT, KARLA	MILEAGE	01 2151 333 2 004 000	\$21.51
312			01 2152 333 1 004 021	\$21.50
313			01 2153 333 1 004 000	\$21.50
314	KNIGHT, KARLA Total			\$64.51
315	KONERT, NICOLE	MILEAGE	01 1200 333 1 004 000	\$33.49
316			01 1200 333 2 004 000	\$33.49
317	KONERT, NICOLE Total			\$66.98
318	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$659.56
319			01 2620 610 2 001 000	\$659.55
320	KURITA AMERICA, INC. Total			\$1,319.11
321	KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 000	\$58.50
322			01 2630 340 1 001 003	\$39.00
323			01 2630 340 1 001 004	\$39.00
324			01 2630 340 1 001 005	\$39.00
325			01 2630 340 1 001 008	\$39.00
326			01 2630 340 1 001 009	\$39.00
327			01 2630 340 1 001 010	\$39.00
328			01 2630 340 1 001 012	\$39.00
329			01 2630 340 1 001 014	\$39.00
330			01 2630 340 1 001 021	\$39.00
331			01 2630 340 2 001 000	\$58.50
332			01 2630 340 2 001 001	\$78.00
333			01 2630 340 2 001 002	\$39.00

334	KUSTOM PEST CONTROL Total			\$585.00
335	LAKESHORE LEARNING	FURNITURE FOR NEW CLASSROOM	01 2510 731 1 001 005	\$10,579.95
336		MATH DOMINOES	01 1100 610 1 215 003	\$86.25
337	LAKESHORE LEARNING Total			\$10,666.20
338	LAMMERS, CURT	ACTIVITY WORKER	01 2190 120 2 001 000	\$298.31
339	LAMMERS, CURT Total			\$298.31
340	LAMMERS, NANCY	ACTIVITY WORKER	01 2190 120 2 001 000	\$90.19
341	LAMMERS, NANCY Total			\$90.19
342	LANGDEAUX, FAY	MILEAGE	01 6910 333 1 004 000	\$256.64
343			01 6910 333 2 004 000	\$256.64
344	LANGDEAUX, FAY Total			\$513.28
345	LAWNCO	LAWN SERVICE	01 2630 420 1 001 000	\$3,580.91
346			01 2630 420 2 001 000	\$3,580.90
347	LAWNCO Total			\$7,161.81
348	LAWSON PRODUCTS, INC	FUSES	01 2620 610 1 001 000	\$14.93
349			01 2620 610 2 001 000	\$14.92
350		MINI TYPE LICIRCUIT BREAKER	01 2620 610 1 001 000	\$14.85
351			01 2620 610 2 001 000	\$14.85
352		MISC PARTS, RESTOCK BIN	01 2620 610 1 001 000	\$43.54
353			01 2620 610 2 001 000	\$43.54
354	LAWSON PRODUCTS, INC Total			\$146.63
355	LEARNING	NEW CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$124.93
356	LEARNING Total			\$124.93
357	LINCOLN PUBLIC SCHOOLS	BEHAVIOR CONFERENCE	01 1200 330 1 004 000	\$75.00
358			01 1200 330 2 004 000	\$75.00
359		WORKSHOP REGISTRATION	01 2213 330 1 705 008	\$375.00
360	LINCOLN PUBLIC SCHOOLS Total			\$525.00
361	LITERACY RESOURCES, LLC	CURRICULUM AND LESSONS	01 1200 610 1 004 010	\$151.18
362	LITERACY RESOURCES, LLC Total			\$151.18
363	LOVE SIGNS, INC	NAME PLATES, WINDOW VINYL	01 2510 610 1 001 000	\$70.00
364			01 2510 610 2 001 000	\$70.00
365		VINYL DOOR NUMBERS	01 2620 610 2 001 001	\$20.00
366	LOVE SIGNS, INC Total			\$160.00
367	LUNCHTIME SOLUTIONS, INC.	STAFF APPRECIATION	01 2310 890 1 033 000	\$850.00

368			01 2310 890 2 033 000	\$850.00
369	LUNCHTIME SOLUTIONS, INC. Total			\$1,700.00
370	LUSCHEN, BOBBIE	ACTIVITY WORKER	01 2190 120 2 001 000	\$90.19
371	LUSCHEN, BOBBIE Total			\$90.19
372	MAJOR REFRIGERATION	ICE MACHINE	01 2410 731 2 141 002	\$4,154.85
373		INDUSTRIAL REFRIGERATOR/ICE	01 6700 731 2 028 001	\$6,300.00
374	MAJOR REFRIGERATION Total			\$10,454.85
375	MARATHON PRESS INC	BROCHURES	01 3541 610 1 004 000	\$392.00
376		GENERAL FUND PAY VOUCHERS	01 2510 610 1 001 000	\$147.50
377			01 2510 610 2 001 000	\$147.50
378	MARATHON PRESS INC Total			\$687.00
379	MATHESON TRI-GAS INC.	GENERAL SUPPLIES	01 1100 610 2 211 001	\$319.94
380		MONTHLY MATERIALS	01 2620 610 1 001 000	\$109.19
381			01 2620 610 2 001 000	\$109.18
382	MATHESON TRI-GAS INC. Total			\$538.31
383	MCGRAW-HILL SCHOOL	BOOKS & PERIODICALS	01 6997 640 2 945 000	\$21,535.80
384		SRA READING LAB KIT	01 1100 610 1 028 005	\$1,054.01
385	MCGRAW-HILL SCHOOL Total			\$22,589.81
386	MCGUIRE, BILL	PARENT MILEAGE	01 2713 332 1 004 021	\$192.64
387	MCGUIRE, BILL Total			\$192.64
388	MCKAY, ELIZABETH	HAL SUMMER SCHOOL	01 3535 340 1 027 000	\$150.00
389	MCKAY, ELIZABETH Total			\$150.00
390	MCTAGGART, JENNIFER	MILEAGE	01 2171 333 1 004 000	\$23.58
391	MCTAGGART, JENNIFER Total			\$23.58
392	MEISINGER OIL CO	NO LEAD	01 2650 626 1 001 000	\$3,326.34
393			01 2650 626 2 001 000	\$3,326.34
394			01 2712 626 1 001 000	\$1,663.18
395		REFILL #33 PROPANE CYLINDER	01 2620 610 1 001 000	\$12.75
396			01 2620 610 2 001 000	\$12.75
397	MEISINGER OIL CO Total			\$8,341.36
398	MENARDS	ADHESIVE, CARPET TAPE	01 2620 610 1 001 000	\$11.48
399			01 2620 610 2 001 000	\$11.47
400		CDLS LF VINYL WHT	01 2620 610 1 001 000	\$7.99
401			01 2620 610 2 001 000	\$7.98

402		DUCT TAPE, DOOR STOPS	01 2610 610 2 001 002	\$44.16
403		GARDEN STAPLES	01 2630 610 1 001 000	\$3.58
404			01 2630 610 2 001 000	\$3.58
405		HOSE CLAMPS	01 2620 610 1 001 000	\$20.24
406			01 2620 610 2 001 000	\$20.23
407		MARKING/STRIPING PAINT	01 2620 610 1 001 000	\$29.34
408			01 2620 610 2 001 000	\$29.33
409		SQUEEGEE WASHER, MOP	01 2610 610 1 001 000	\$25.54
410		SUPPLIES	01 2620 610 1 001 000	\$30.03
411			01 2620 610 2 001 000	\$30.03
412	MENARDS Total			\$274.98
413	MIDWEST TURF & IRRIGATION	IRRIGATION PARTS	01 2630 610 1 001 000	\$356.50
414			01 2630 610 2 001 000	\$356.50
415	MIDWEST TURF & IRRIGATION Total			\$713.00
416	MILLER, AMY	CONTRACTED PT SERVICES	01 2171 320 1 004 000	\$4,639.75
417			01 2172 320 1 004 000	\$1,608.00
418			01 2173 320 1 004 000	\$2,060.25
419		MILEAGE	01 2171 334 1 004 000	\$62.05
420			01 2172 334 1 004 000	\$16.58
421			01 2173 334 1 004 000	\$57.23
422	MILLER, AMY Total			\$8,443.86
423	MODEL ELECTRIC INC	INSTALLATION OF WATER SOFTENER	01 2620 431 1 001 009	\$447.00
424		TRACK OUTLET REPAIR	01 2410 340 2 209 001	\$83.96
425	MODEL ELECTRIC INC Total			\$530.96
426	MONTESSORI OUTLET	MAPS	01 1100 610 1 602 005	\$63.05
427	MONTESSORI OUTLET Total			\$63.05
428	MONTESSORI SERVICES	CLASSROOM SUPPLIES	01 1100 610 1 602 005	\$96.85
429	MONTESSORI SERVICES Total			\$96.85
430	MUELLER, JULIE	MILEAGE	01 2152 333 1 004 021	\$32.56
431			01 2153 333 1 004 000	\$32.57
432	MUELLER, JULIE Total			\$65.13
433	NAPA OF NORFOLK	AIR FILTERS FOR #23	01 2650 610 1 001 000	\$7.65
434			01 2650 610 2 001 000	\$7.65
435		BELT FOR #28 AND #39	01 2650 610 1 001 000	\$226.90

436			01 2650 610 2 001 000	\$226.90
437		EVOLUTION WIPER BLADE	01 2650 610 1 001 000	\$16.31
438			01 2650 610 2 001 000	\$16.31
439	NAPA OF NORFOLK Total			\$501.72
440	NCS PEARSON	APRIL Q-INTERACTIVE KA	01 2141 610 1 014 000	\$63.36
441			01 2141 610 2 014 000	\$63.36
442			01 2142 610 1 014 000	\$14.08
443		APRIL Q-INTERACTIVE USE CO	01 2141 610 1 014 000	\$107.92
444			01 2141 610 2 014 000	\$107.91
445			01 2142 610 1 014 000	\$23.98
446	NCS PEARSON Total			\$380.61
447	NCSA	21/22 AASA AND NASA MEMBERSHIP	01 2320 810 1 033 000	\$402.50
448			01 2320 810 2 033 000	\$402.50
449		MEMBERSHIP DUES/T BERANEK	01 2410 810 2 141 002	\$485.00
450		NASES SPRING CONFERENCE	01 1200 330 1 004 000	\$97.50
451			01 1200 330 2 004 000	\$97.50
452	NCSA Total			\$1,485.00
453	NE ASSN OF SCHOOL BOARDS	LAW CONF REGISTRATION	01 2320 810 1 033 000	\$77.50
454			01 2320 810 2 033 000	\$77.50
455	NE ASSN OF SCHOOL BOARDS Total			\$155.00
456	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$1,392.22
457			01 2610 621 1 001 003	\$1,797.82
458			01 2610 621 1 001 004	\$1,622.05
459			01 2610 621 1 001 005	\$1,700.23
460			01 2610 621 1 001 008	\$1,643.46
461			01 2610 621 1 001 009	\$1,299.47
462			01 2610 621 1 001 010	\$1,790.84
463			01 2610 621 1 001 014	\$8,707.90
464			01 2610 621 1 001 021	\$1,362.25
465			01 2610 621 2 001 000	\$1,392.22
466			01 2610 621 2 001 001	\$30,855.96
467			01 2610 621 2 001 002	\$10,934.02
468	NEBRASKA PUBLIC POWER Total			\$64,498.44
469	NEBRASKA STATE FIRE	BOILER CERT.	01 2620 431 1 001 005	\$72.00

470			01 2620 431 1 001 012	\$72.00
471			01 2620 431 1 001 014	\$180.00
472			01 2620 431 1 001 021	\$72.00
473			01 2620 431 2 001 001	\$144.00
474			01 2620 431 2 001 002	\$468.00
475		BOILER CERTIFICATE	01 2620 431 1 001 003	\$122.00
476	NEBRASKA STATE FIRE Total			\$1,130.00
477	NEGRETE, MAYRA	MILEAGE	01 1200 333 1 004 000	\$9.47
478			01 1200 333 2 004 000	\$9.46
479	NEGRETE, MAYRA Total			\$18.93
480	NELSON, SARAH	PARENT MILEAGE	01 2713 332 1 004 021	\$147.84
481	NELSON, SARAH Total			\$147.84
482	NIELSON, SONYA	MILEAGE	01 2151 333 2 004 000	\$48.75
483	NIELSON, SONYA Total			\$48.75
484	NMG LLC DBA NORFOLK WORKS	DOT PHYSICALS/ALCOHOL TESTS	01 2570 340 1 901 000	\$112.50
485			01 2570 340 2 901 000	\$112.50
486	NMG LLC DBA NORFOLK WORKS Total			\$225.00
487	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEAL	01 2320 890 1 033 000	\$4.75
488			01 2320 890 2 033 000	\$4.74
489		GOLF COURSE FEES-BOYS	01 2510 890 2 001 000	\$2,000.00
490	NORFOLK COUNTRY CLUB Total			\$2,009.49
491	NORFOLK DAILY NEWS	ADS	01 2310 540 1 001 000	\$28.68
492			01 2310 540 2 001 000	\$28.67
493			01 2510 540 1 028 000	\$1.55
494			01 2510 540 1 901 000	\$600.92
495			01 2510 540 2 028 000	\$1.54
496			01 2510 540 2 901 000	\$600.92
497			01 6910 350 1 004 000	\$4.37
498			01 6910 350 2 004 000	\$4.37
499		BOOKS & PERIODICALS	01 2220 640 2 106 002	\$260.00
500		KINDERGARTEN ROUND UP	01 2310 540 1 010 000	\$73.24
501			01 2310 540 2 010 000	\$73.24
502		SUBSCRIPTION RENEWAL	01 2220 640 2 228 001	\$260.00
503	NORFOLK DAILY NEWS Total			\$1,937.50

504	NORFOLK FAMILY YMCA	CLUB FACILITATOR	01 6968 340 1 001 014	\$3,312.00
505		SWIM TEAM PRACTICES	01 2510 890 2 001 000	\$7,025.00
506	NORFOLK FAMILY YMCA Total			\$10,337.00
507	NORFOLK IMPLEMENT INC	SPRING REPLACEMENTS FOR	01 2630 610 1 001 000	\$13.31
508			01 2630 610 2 001 000	\$13.31
509	NORFOLK IMPLEMENT INC Total			\$26.62
510	NORFOLK WINSUPPLY	BELT DRIVE FAN MOTOR	01 2620 731 2 001 002	\$325.00
511		FILTERS	01 2620 610 1 001 003	\$127.92
512			01 2620 610 1 001 008	\$177.75
513		HEATER REPAIR/PARTS	01 2620 610 1 001 000	\$872.00
514			01 2620 610 2 001 000	\$872.00
515		PLEATED FILTERS	01 2620 610 2 001 002	\$898.53
516		RESTOCK COLD STEM	01 2620 610 1 001 000	\$45.66
517			01 2620 610 2 001 000	\$45.66
518		SUPPLIES	01 2620 610 1 001 000	\$8.21
519			01 2620 610 1 001 010	\$8.21
520			01 2620 610 2 001 000	\$8.21
521	NORFOLK WINSUPPLY Total			\$3,389.15
522	NOVEL IDEAS, INC.	BOOKS & PERIODICALS	01 1300 640 1 001 000	\$1,416.80
523	NOVEL IDEAS, INC. Total			\$1,416.80
524	NPS SUBSIDIARY	AFE M KIRBY/POCKET FOLDER #19	01 2310 610 1 001 000	\$19.26
525			01 2310 610 2 001 000	\$19.25
526		AFE/M KIRBY #19	01 2310 610 1 001 000	\$44.39
527			01 2310 610 2 001 000	\$44.38
528		AMAZON PRIME REFUND #19	01 2410 610 1 704 008	-\$125.55
529		BATTERIES #32	01 1100 610 2 141 002	\$8.50
530		BLUE FLOOR STRIPS/JOURNALS #3	01 1100 610 1 908 012	\$84.93
531		BOE FINANCE MEAL #24	01 2510 890 1 001 000	\$15.37
532			01 2510 890 2 001 000	\$15.36
533		BOE SUPPLIES #24	01 2310 610 1 033 000	\$38.04
534			01 2310 610 2 033 000	\$38.04
535		BOOKS FOR FAMILIES #11	01 3541 610 1 004 000	\$584.86
536		BOOKS FOR FAN #11	01 3541 610 1 004 000	\$36.10
537		BRAKE GREASE	01 2650 610 1 001 000	\$33.05

538		01 2650 610 2 001 000	\$33.06
539	CABLE BOXES	01 2410 340 2 209 001	\$11.89
540		01 2510 340 1 001 000	\$2.55
541		01 2510 340 2 001 000	\$2.55
542		01 2670 340 1 035 000	\$2.55
543		01 2670 340 2 035 000	\$2.56
544	CARPET MARK ITS #3	01 1100 610 1 908 012	\$49.98
545	CATERPILLARS #3	01 1100 610 1 909 012	\$19.96
546		01 1100 610 1 913 012	\$19.97
547	CELL PHONES	01 2670 382 1 035 000	\$206.52
548		01 2670 382 2 035 000	\$206.51
549		01 2710 382 1 001 000	\$200.25
550		01 2710 382 2 001 000	\$200.25
551		01 3541 382 1 004 000	\$155.85
552		01 6910 382 1 004 000	\$51.95
553		01 6968 382 1 001 014	\$16.02
554		01 6968 382 2 001 002	\$16.02
555	CENTRAL SUPPLY	01 1100 610 0 001 000	\$82.61
556	CHAIR #16	01 1100 610 1 430 014	\$51.84
557	CLUB SUPPLIES #21	01 6968 610 1 001 014	\$233.63
558		01 6968 610 2 001 002	\$74.62
559	CREALITY-3D PRINTER #5	01 6700 731 2 028 001	\$661.96
560	CRICUT EXPLORE AIR/AFE M KIRBY	01 2310 610 1 001 000	\$160.50
561		01 2310 610 2 001 000	\$160.49
562	DEPENDENT/HEALTHCARE	01 2510 340 1 001 000	\$245.78
563		01 2510 340 2 001 000	\$245.77
564	DJI/DRONES #5	01 6700 731 2 028 001	\$4,107.62
565	DRAMA SUPPLIES #32	01 1100 610 2 108 002	\$71.06
566	DUES #8	01 2210 810 1 901 000	\$335.00
567	EARL MAY-PLANT CARE LESSON #28	01 1200 610 2 258 001	\$83.34
568	ELECTRICITY	01 2610 621 1 001 012	\$1,830.23
569	FAMILY INVOLVEMENT SUPPLIES	01 6925 610 1 004 000	\$261.16
570		01 6925 610 2 004 000	\$261.16
571	GENERAL SUPPLIES #19	01 1100 610 1 705 008	\$187.11

572		01 1100 610 1 710 008	\$308.41
573	GENERAL SUPPLIES #3	01 1100 610 1 902 012	\$140.60
574		01 2120 610 1 905 012	\$55.75
575	HOT SPOTS	01 6997 610 1 945 000	\$220.21
576		01 6997 610 2 945 000	\$220.21
577	HY-VEE CLASSROOM SUPPLIES #40	01 1200 610 2 258 001	\$21.78
578	HYVEE-CLASSROOM SUPPLIES #26	01 1100 610 2 204 001	\$44.44
579	HYVEE-CLASSROOM SUPPLIES #27	01 1100 610 2 204 001	\$63.40
580	HYVEE-CLASSROOM SUPPLIES #28	01 1100 610 2 204 001	\$249.28
581	INCENTIVES FOR SCHOOL STORE	01 1200 610 2 290 001	\$222.52
582	LAB SUPPLIES #32	01 1100 610 2 111 002	\$160.86
583		01 1100 610 2 138 002	\$150.98
584	LAMINATOR SHEETS/AFE M KIRBY	01 2310 610 1 001 000	\$25.87
585		01 2310 610 2 001 000	\$25.86
586		01 2410 610 1 704 008	\$0.66
587	LAWN SERVICE	01 2630 420 1 001 000	\$3,580.90
588		01 2630 420 2 001 000	\$3,580.91
589	LEADING THE REBOUND #1	01 2320 610 1 033 000	\$22.44
590		01 2320 610 2 033 000	\$22.44
591	LUNCH FOR ACTIVITIES MEETING	01 2190 890 2 001 000	\$71.93
592	MEMBERSHIP DUES/H PEDERSEN #10	01 2410 810 1 302 004	\$570.00
593	MENARDS-CLASSROOM SUPPLIES #41	01 1100 610 2 211 001	\$48.99
594	MENARDS-CLASSROOM SUPPLIES #5	01 1100 610 2 211 001	\$70.02
595	NAME PLATES #3	01 1100 610 1 908 012	\$24.32
596	NEW TEACHER MEETING SUPPLIES	01 2211 610 1 901 000	\$33.83
597		01 2211 610 2 901 000	\$33.83
598	NEWSPAPER	01 2620 610 1 001 000	\$157.97
599		01 2620 610 2 001 000	\$157.98
600	PLANNERS #18	01 1100 610 1 201 003	\$229.73
601	POSTAGE	01 2510 531 1 001 000	\$105.97
602		01 2510 531 2 001 000	\$105.97
603	POSTAGE #1	01 2310 531 1 033 000	\$20.69
604		01 2310 531 2 033 000	\$20.69
605	POSTAGE #10	01 2410 531 1 302 004	\$36.00

606	POSTAGE #19	01 2410 531 1 704 008	\$55.00
607	POSTAGE #32	01 2410 531 2 141 002	\$8.30
608	RETURN #32	01 1100 610 2 141 002	-\$13.72
609	SAUSAGE STUFFER #40	01 6700 610 2 028 001	\$279.98
610	SHOW CHOIR CHOREOGRAPHY	01 1100 610 2 209 001	\$500.00
611	SHREDDING	01 1100 610 1 201 003	\$35.00
612	SHRM MEMBERSHIP #15	01 2210 810 1 901 000	\$109.50
613		01 2210 810 2 901 000	\$109.50
614	SOCIAL ETIQUETTE/PURCHASING	01 1200 610 2 258 001	\$48.07
615	STAMPED ENVELOPES #16	01 2120 531 1 404 014	\$667.95
616	STAMPS & STAMPED ENVELOPES #32	01 2410 531 2 141 002	\$2,234.05
617	STICKERS #3	01 1100 610 1 904 012	\$7.97
618	STUDENT SUPPLIES #20	01 6910 610 1 004 000	\$1,557.35
619		01 6910 610 2 004 000	\$1,557.35
620	SUPER 3D PEN #19	01 3535 650 2 027 000	\$855.80
621	SUPPLIES #10	01 1100 610 1 300 004	\$109.93
622		01 1100 610 1 304 004	\$32.99
623		01 1100 610 1 305 004	\$74.15
624	SUPPLIES #11	01 3541 610 1 004 000	\$31.00
625	SUPPLIES #16	01 2120 610 1 404 014	\$49.44
626		01 2410 610 1 430 014	\$105.66
627	SUPPLIES #17	01 1100 610 1 602 005	\$352.30
628		01 1100 610 1 609 005	\$34.19
629		01 1100 610 1 610 005	\$66.62
630		01 1100 610 1 613 005	\$109.80
631	SUPPLIES #18	01 1200 610 1 254 003	\$245.87
632	SUPPLIES #19	01 1100 610 1 701 008	\$4.27
633		01 1100 610 1 702 008	\$83.64
634		01 1100 610 1 708 008	\$440.40
635		01 1100 610 1 709 008	\$60.00
636		01 1100 610 1 710 008	\$346.59
637		01 1150 610 1 755 008	\$814.32
638		01 2120 610 1 720 008	\$117.03
639	SUPPLIES #20	01 1200 610 1 004 009	\$151.05

640	SUPPLIES #21	01 6968 610 1 001 014	\$128.24	
641	SUPPLIES #24	01 2510 610 1 001 000	\$3.90	
642		01 2510 610 2 001 000	\$3.89	
643	SUPPLIES #6	01 1100 610 1 104 010	\$48.16	
644		01 1200 610 1 153 010	\$211.10	
645	TELEPHONE	01 2510 382 1 001 000	\$150.16	
646		01 2510 382 1 001 003	\$99.54	
647		01 2510 382 1 001 004	\$99.54	
648		01 2510 382 1 001 005	\$112.03	
649		01 2510 382 1 001 008	\$99.98	
650		01 2510 382 1 001 009	\$106.01	
651		01 2510 382 1 001 010	\$99.98	
652		01 2510 382 1 001 012	\$95.99	
653		01 2510 382 1 001 014	\$200.34	
654		01 2510 382 1 001 021	\$99.54	
655		01 2510 382 2 001 000	\$150.16	
656		01 2510 382 2 001 001	\$398.38	
657		01 2510 382 2 001 002	\$203.43	
658	TRAVEL #20	01 1200 580 1 004 000	\$5.81	
659		01 1200 580 2 004 000	\$5.81	
660	WALMART-CLASSROOM SUPPLIES #28	01 1100 610 2 204 001	\$159.99	
661	WATER AND SEWER	01 2610 410 1 001 012	\$76.84	
662	WINDOWED STAMPED ENVELOPES #5	01 2410 531 2 209 001	\$1,254.05	
663	WOBBLE CHAIRS #3	01 1100 610 1 916 012	\$99.76	
664	NPS SUBSIDIARY Total		\$37,067.72	
665	NSPRA	NSPRA MEMBERSHIP C. SCHMIDT	01 2310 330 1 010 000	\$540.00
666			01 2310 330 2 010 000	\$540.00
667	NSPRA Total		\$1,080.00	
668	OHL, CASSIE	STAFF MILEAGE	01 2141 333 1 014 000	\$19.49
669			01 2142 333 1 014 000	\$19.49
670	OHL, CASSIE Total		\$38.98	
671	OLD REPUBLIC SURETY GROUP	BOND FOR COUNTIES	01 2510 340 1 001 000	\$175.00
672			01 2510 340 2 001 000	\$175.00
673	OLD REPUBLIC SURETY GROUP Total		\$350.00	

674	OMAHA WORLD HERALD	NEWSPAPER	01 1100 610 2 133 002	\$175.70
675			01 1100 610 2 134 002	\$94.05
676		SUBSCRIPTION RENEWAL	01 1100 610 2 209 001	\$358.00
677		SUNDAY ADS	01 2510 540 1 901 000	\$2,962.50
678			01 2510 540 2 901 000	\$2,962.50
679	OMAHA WORLD HERALD Total			\$6,552.75
680	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 1 001 000	\$8.64
681			01 2620 431 2 001 000	\$8.64
682	ONE CALL CONCEPTS, INC Total			\$17.28
683	OVERHEAD DOOR COMPANY OF	DOOR #6 PARTS	01 2620 610 1 001 000	\$222.70
684			01 2620 610 2 001 000	\$222.70
685	OVERHEAD DOOR COMPANY OF Total			\$445.40
686	PALLAS, MEGAN	MILEAGE	01 1200 333 1 004 000	\$29.68
687	PALLAS, MEGAN Total			\$29.68
688	PENA, CORLISS	NURSE MILEAGE	01 2130 333 1 004 000	\$113.62
689	PENA, CORLISS Total			\$113.62
690	PENA, MARISELA	PARENT MILEAGE	01 2712 332 1 004 000	\$77.95
691	PENA, MARISELA Total			\$77.95
692	PERRIGAN, WILLIAM	CLUB FACILITATOR	01 6968 340 1 001 014	\$400.00
693	PERRIGAN, WILLIAM Total			\$400.00
694	PERRY,GUTHERY,HAASE	LEGAL FEES	01 2330 317 1 001 000	\$127.50
695			01 2330 317 2 001 000	\$127.50
696		LEGAL SERVICES	01 2330 317 1 001 000	\$807.00
697			01 2330 317 2 001 000	\$807.00
698	PERRY,GUTHERY,HAASE Total			\$1,869.00
699	PFEIL, JEANNIE	ACTIVITY WORKER	01 2190 120 2 001 000	\$157.25
700	PFEIL, JEANNIE Total			\$157.25
701	PFEIL, JOHN	ACTIVITY WORKER	01 2190 120 2 001 000	\$157.25
702	PFEIL, JOHN Total			\$157.25
703	POLLARD PUMPING	JET LINE	01 2620 431 1 001 000	\$97.50
704			01 2620 431 2 001 000	\$97.50
705		JET LINES	01 2620 431 1 001 000	\$97.50
706			01 2620 431 2 001 000	\$97.50
707		JET LINES/DISPOSAL	01 2620 431 2 001 001	\$470.00

708		PUMP INSIDE PIT AND DISPOSAL	01 2620 431 2 001 001	\$510.00
709		PUMP OUTSIDE TANK, JET LINES	01 2620 431 2 001 001	\$470.00
710	POLLARD PUMPING Total			\$1,840.00
711	PORTER, ASHTON	MILEAGE	01 2713 332 1 004 021	\$93.63
712		PARENT MILEAGE	01 2713 332 1 004 021	\$102.14
713	PORTER, ASHTON Total			\$195.77
714	PORTER, STEVE	ACTIVITY WORKER	01 2190 120 2 001 000	\$46.25
715	PORTER, STEVE Total			\$46.25
716	PRESENCE LEARNING	APRIL 2021 SLP SERVICES	01 2151 320 1 004 000	\$5,184.23
717			01 2151 890 1 004 000	\$1,635.76
718	PRESENCE LEARNING Total			\$6,819.99
719	QUAVER ED, INC	MUSIC CURRICULUM	01 1100 640 2 028 000	\$3,675.00
720	QUAVER ED, INC Total			\$3,675.00
721	QUILL CORPORATION	BULLETIN BOARD	01 1100 610 2 210 001	\$83.80
722		CENTRAL SUPPLIES	01 1100 610 0 001 000	\$1,309.02
723		CENTRAL SUPPLY	01 1100 610 0 001 000	\$428.91
724		GENERAL SUPPLIES	01 1100 610 0 001 000	\$275.79
725		LAMINATOR FILM, WIPES	01 1100 610 1 201 003	\$101.40
726		OFFICE SUPPLIES	01 2410 610 2 209 001	\$50.52
727			01 2510 610 1 001 000	\$31.71
728			01 2510 610 2 001 000	\$31.71
729	QUILL CORPORATION Total			\$2,312.86
730	RAMSAY, JASA	MILEAGE	01 2713 332 1 004 021	\$18.14
731	RAMSAY, JASA Total			\$18.14
732	RASMUSSEN MECHANICAL	HEAT PUMP	01 2620 431 1 001 003	\$9,567.00
733		REMOVED/REPLACED FAN MOTOR ON	01 2620 431 1 001 003	\$1,146.73
734		REPLACED FAN MOTOR/BOARD ON	01 2620 431 2 001 001	\$1,384.99
735		SERVICE TO BURNERS AND HEAT	01 2620 431 1 001 008	\$4,972.99
736	RASMUSSEN MECHANICAL Total			\$17,071.71
737	REALLY GOOD STUFF	SUPPLIES	01 1100 610 1 215 003	\$86.97
738		TAKE HOME FOLDERS	01 1100 610 1 201 003	\$148.93
739		WRITING JOURNALS	01 1100 640 1 028 000	\$654.08
740	REALLY GOOD STUFF Total			\$889.98
741	RICH, KOLBY	ACTIVITY WORKER	01 2190 120 2 001 000	\$78.63

742	RICH, KOLBY Total			\$78.63
743	ROCHESTER 100 INC	COMMUNICATOR FOLDERS	01 1100 610 1 602 005	\$135.00
744	ROCHESTER 100 INC Total			\$135.00
745	ROLFE, ANDREE	SPELLING CURRICULUM	01 1100 610 1 028 005	\$286.00
746	ROLFE, ANDREE Total			\$286.00
747	ROSETTA STONE LTD	RESOURCE TOOLS	01 6925 610 1 004 000	\$1,149.66
748			01 6925 610 2 004 000	\$1,149.65
749			01 6926 610 1 004 000	\$5,450.35
750			01 6926 610 2 004 000	\$5,450.34
751	ROSETTA STONE LTD Total			\$13,200.00
752	SAFESIDE SHREDDING	SHREDDING	01 1100 340 1 104 010	\$35.00
753			01 1100 610 1 705 008	\$35.00
754			01 2223 340 1 302 004	\$35.00
755			01 2410 340 2 141 002	\$35.00
756			01 2510 340 1 001 000	\$35.00
757			01 2510 340 2 001 000	\$35.00
758		SHREDDING SERVICE	01 1100 340 1 430 014	\$35.00
759	SAFESIDE SHREDDING Total			\$245.00
760	SCHILLING, DIANE	NURSE MILEAGE	01 2130 333 1 004 000	\$58.58
761	SCHILLING, DIANE Total			\$58.58
762	SCHOENHERR, BETH	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$10.75
763	SCHOENHERR, BETH Total			\$10.75
764	SCHOOL HEALTH CORPORATION	SUPPLIES	01 1190 610 1 163 021	\$103.68
765			01 2130 610 1 004 000	\$227.88
766			01 2130 610 2 004 000	\$227.88
767	SCHOOL HEALTH CORPORATION Total			\$559.44
768	SCHOOL SPECIALTY, LLC	BOOKS & PERIODICALS	01 6200 640 1 028 009	\$517.43
769	SCHOOL SPECIALTY, LLC Total			\$517.43
770	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 1 001 000	\$375.38
771	SCHUMACHER, EMILY Total			\$375.38
772	SCHUMACHER, SMEJKAL,	19-20 AUDIT	01 2510 315 1 001 000	\$9,288.00
773			01 2510 315 2 001 000	\$9,288.00
774	SCHUMACHER, SMEJKAL, Total			\$18,576.00
775	SCHUURMANS, ERIN	ACTIVITY WORKER	01 2190 120 2 001 000	\$87.88

776	SCHUURMANS, ERIN Total			\$87.88
777	SEESAW	SEESAW FOR CLASSROOMS	01 2410 610 1 802 009	\$1,237.50
778		WEB/CLOUD BASED SOFTWARE	01 1100 643 1 302 004	\$2,103.75
779	SEESAW Total			\$3,341.25
780	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01 2610 420 1 001 000	\$1,665.84
781			01 2610 420 1 001 004	\$2,726.40
782			01 2610 420 1 001 005	\$1,873.60
783			01 2610 420 1 001 008	\$3,096.40
784			01 2610 420 1 001 010	\$2,460.00
785			01 2610 420 1 001 012	\$2,320.00
786			01 2610 420 1 001 021	\$5,091.20
787			01 2610 420 2 001 000	\$1,665.83
788	SERVICEMASTER OF NORFOLK Total			\$20,899.27
789	SHAFER, THOMAS W.	ACTIVITY WORKER	01 2190 120 2 001 000	\$41.63
790	SHAFER, THOMAS W. Total			\$41.63
791	SHOUTPOINT,INC	TEXT MESSAGE THRU IC RENEWAL	01 2230 643 1 005 000	\$2,587.50
792			01 2230 643 2 005 000	\$2,587.50
793	SHOUTPOINT,INC Total			\$5,175.00
794	SKIFF, RONALD	ACTIVITY WORKER	01 2190 120 2 001 000	\$46.25
795	SKIFF, RONALD Total			\$46.25
796	STAPLES	CENTRAL SUPPLY	01 1100 610 0 001 000	\$4,964.42
797		LT GREEN ROLL PAPER	01 1100 610 0 001 000	\$44.28
798	STAPLES Total			\$5,008.70
799	STEFFEN, JEFFREY	ACTIVITY WORKER	01 2190 120 2 001 000	\$41.63
800	STEFFEN, JEFFREY Total			\$41.63
801	SYNCB/AMAZON	BOOKS	01 1100 610 2 225 001	\$25.92
802		CLASSROOM SUPPLIES	01 1200 610 1 823 009	\$240.80
803		FAMILY INVOLVEMENT SUPPLIES	01 6925 610 1 004 000	\$347.16
804			01 6925 610 2 004 000	\$347.16
805		FILE JACKETS	01 2510 610 1 001 000	\$25.38
806			01 2510 610 2 001 000	\$25.37
807		GENERAL SUPPLIES	01 1100 610 1 802 009	\$27.70
808			01 1100 610 1 818 009	\$182.32
809		LABELS	01 2220 610 1 030 000	\$16.79

810		SANITIZER BAG	01 2151 610 1 004 012	\$45.07
811		STEAM SUPPLIES/CHRIST LUTHERAN	01 6969 610 1 028 000	\$199.76
812		STUDENT INCENTIVES/SCHOOL	01 1200 610 2 290 001	\$324.35
813		SUPPLIES	01 2320 610 1 033 000	\$35.33
814			01 2320 610 2 033 000	\$35.30
815			01 6700 610 2 028 001	\$472.23
816	SYNCB/AMAZON Total			\$2,350.64
817	TEACHER INNOVATIONS, INC	PLANBOOK SUBSCRIPTIONS	01 1100 610 1 602 005	\$24.00
818	TEACHER INNOVATIONS, INC Total			\$24.00
819	TEACHER SYNERGY LLC	STEM SUPPLIES FOR CLS	01 6969 610 1 028 000	\$370.00
820		SUMMER SCHOOL SUPPLIES	01 1100 610 2 141 002	\$55.33
821	TEACHER SYNERGY LLC Total			\$425.33
822	TEECO INC	HOOK RO TO REFRIGERATOR	01 1100 340 2 141 002	\$62.00
823	TEECO INC Total			\$62.00
824	TEXTBOOK WAREHOUSE	SPANISH BOOKS	01 1100 610 2 210 001	\$287.40
825		TEXTBOOK	01 1100 610 2 210 001	\$69.99
826	TEXTBOOK WAREHOUSE Total			\$357.39
827	THOMPSON, TAYLOR	ACTIVITY WORKER	01 2190 120 2 001 000	\$30.06
828	THOMPSON, TAYLOR Total			\$30.06
829	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT. CONTRACT	01 2620 431 1 001 000	\$104.47
830			01 2620 431 1 001 005	\$208.89
831			01 2620 431 1 001 014	\$208.89
832			01 2620 431 2 001 000	\$104.47
833			01 2620 431 2 001 001	\$208.89
834			01 2620 431 2 001 002	\$208.89
835	THYSSENKRUPP ELEVATOR Total			\$1,044.50
836	TIME MANAGEMENT SYSTEMS	SOFTWARE, ESS MOBILE	01 2510 340 1 001 000	\$463.13
837			01 2510 340 2 001 000	\$463.12
838	TIME MANAGEMENT SYSTEMS Total			\$926.25
839	TRUCK CENTER COMPANIES	REPAIR PARTS FOR BUS #8	01 2710 610 1 001 000	\$29.82
840			01 2710 610 2 001 000	\$29.82
841		REPAIRS TO BUS #9	01 2710 610 1 001 000	\$94.23
842			01 2710 610 2 001 000	\$94.23
843	TRUCK CENTER COMPANIES Total			\$248.10

844	U. S. CELLULAR	HOT SPOTS	01 6997 610 1 945 000	\$665.49
845			01 6997 610 2 945 000	\$665.49
846	U. S. CELLULAR Total			\$1,330.98
847	VIERGUTZ, BOB	MILEAGE	01 1100 333 2 001 000	\$31.42
848	VIERGUTZ, BOB Total			\$31.42
849	VOYAGER SORIS LEARNING	REWARDS INTERMEDIATE TEACHER	01 1200 610 1 004 010	\$109.59
850	VOYAGER SORIS LEARNING Total			\$109.59
851	VRBKA, PATRICK	ELL MILEAGE	01 1150 333 1 004 000	\$7.45
852			01 1150 333 2 004 000	\$7.45
853	VRBKA, PATRICK Total			\$14.90
854	WIEBELHAUS, JULIE	MILEAGE	01 2230 333 1 005 000	\$36.63
855			01 2230 333 2 005 000	\$36.62
856	WIEBELHAUS, JULIE Total			\$73.25
857	WILLIAM V. MACGILL	EXAM GLOVES	01 1200 610 1 004 014	\$101.78
858	WILLIAM V. MACGILL Total			\$101.78
859	WINNERS CIRCLE	4 YR ALL A AWARDS	01 2410 610 2 209 001	\$249.00
860		AFE PLAQUE	01 2310 610 1 001 000	\$27.75
861			01 2310 610 2 001 000	\$27.75
862		NAME PLATES	01 2410 610 1 104 010	\$25.60
863	WINNERS CIRCLE Total			\$330.10
864	ZEMAN, NICOLE	MILEAGE	01 2712 332 1 004 000	\$23.30
865	ZEMAN, NICOLE Total			\$23.30
866	ZONE, THE	K NEDELA PAYROLL	01 6968 340 2 001 002	\$670.63
867		MAY PAYROLL	01 6968 340 1 001 014	\$141.75
868			01 6968 340 2 001 002	\$508.63
869	ZONE, THE Total			\$1,321.01
870	Grand Total			\$605,820.93
871				
872				
873	<u>NUTRITION FUND</u>			
874	ACKLIE, AMBER	M ACKLIE LUNCH ACCT REFUND	02 3100 890 0 001 000	\$85.20
875	ACKLIE, AMBER Total			\$85.20
876	BARNHART, CARRIE	F. & J. BARNHART LUNCH ACCT	02 3100 890 0 001 000	\$15.55
877	BARNHART, CARRIE Total			\$15.55

878	BATES, KATHLENE	A. BATES LUNCH ACCT REFUND	02 3100 890 0 001 000	\$9.20
879	BATES, KATHLENE Total			\$9.20
880	BRASCH, PATTY	A BRASCH LUNCH ACCT REFUND	02 3100 890 0 001 000	\$14.20
881	BRASCH, PATTY Total			\$14.20
882	BUSSEY, MICHELLE	L BUSSEY LUNCH ACCT REFUND	02 3100 890 0 001 000	\$28.85
883	BUSSEY, MICHELLE Total			\$28.85
884	DAHLKOETTER, SARA	R. MARTIN LUNCH ACCT REFUND	02 3100 890 0 001 000	\$26.35
885	DAHLKOETTER, SARA Total			\$26.35
886	GATZEMEYER, BRENT	A. SCHMIDT LUNCH ACCT REFUND	02 3100 890 0 001 000	\$71.35
887		C GATZEMEYER LUNCH ACCT REFUND	02 3100 890 0 001 000	\$62.00
888	GATZEMEYER, BRENT Total			\$133.35
889	HOBART SALES & SERVICE	GASKET BEARING HO	02 3100 610 1 001 014	\$27.61
890	HOBART SALES & SERVICE Total			\$27.61
891	HOOVER, BRIAN	B & H HOOVER LUNCH ACCT REFUND	02 3100 890 0 001 000	\$26.25
892	HOOVER, BRIAN Total			\$26.25
893	JOHNSON, MICHELLE	D. JOHNSON LUNCH ACCT REFUND	02 3100 890 0 001 000	\$14.65
894	JOHNSON, MICHELLE Total			\$14.65
895	KETTELSON, MANDI	L. & L. KETTELSON LUNCH ACCT	02 3100 890 0 001 000	\$164.90
896	KETTELSON, MANDI Total			\$164.90
897	LUNCHTIME SOLUTIONS, INC.	FRUIT/VEGGIES APRIL	02 3100 340 0 001 000	\$1,788.24
898		MAY MEALS	02 3100 340 1 001 000	\$97,561.35
899			02 3100 340 2 001 000	\$97,561.34
900		MOP HEAD	02 3100 610 1 001 021	\$15.24
901	LUNCHTIME SOLUTIONS, INC. Total			\$196,926.17
902	MAJOR REFRIGERATION	CHECKED FANS OUTSIDE FREEZER	02 3100 340 2 001 001	\$60.00
903		REPAIR TO WALKIN FREEZER	02 3100 340 2 001 001	\$368.20
904		TRUE PASS-THRU COOLER	02 3100 731 2 001 001	\$10,108.00
905	MAJOR REFRIGERATION Total			\$10,536.20
906	MARTINEZ, ALFONSO	LUNCH ACCT BALANCE REFUND J.	02 3100 890 0 001 000	\$72.75
907	MARTINEZ, ALFONSO Total			\$72.75
908	MITCHELL, LISA	R. MITCHELL LUNCH ACCT REFUND	02 3100 890 0 001 000	\$6.10
909	MITCHELL, LISA Total			\$6.10
910	MULFORD, AMY	Z MULFORD LUNCH ACCT REFUND	02 3100 890 0 001 000	\$26.55
911	MULFORD, AMY Total			\$26.55

912	NPS GENERAL FUND	POSTAGE	02 3100 610 1 001 000	\$7.14
913			02 3100 610 2 001 000	\$7.14
914	NPS GENERAL FUND Total			\$14.28
915	NPS SUBSIDIARY	BRABEC LUNCH ACCT REFUND	02 3100 890 0 001 000	\$65.55
916		VOSBERG LUNCH ACCT REFUND	02 3100 890 0 001 000	\$32.35
917	NPS SUBSIDIARY Total			\$97.90
918	REYNOLDS, HEIDI	A. & S. REYNOLDS LUNCH ACCT	02 3100 890 0 001 000	\$83.25
919	REYNOLDS, HEIDI Total			\$83.25
920	SCHAFFER, BRANDON	C. SCHAFFER LUNCH ACCT REFUND	02 3100 890 0 001 000	\$16.35
921	SCHAFFER, BRANDON Total			\$16.35
922	SCHRADER, LORI	M. SCHRADER LUNCH ACCT REFUND	02 3100 890 0 001 000	\$14.75
923	SCHRADER, LORI Total			\$14.75
924	STUTHMAN, BRYON	A HOCKETT LUNCH ACCT REFUND	02 3100 890 0 001 000	\$40.50
925	STUTHMAN, BRYON Total			\$40.50
926	SUMNER, LATICIA	J. SUMNER LUNCH ACCT REFUND	02 3100 890 0 001 000	\$68.40
927	SUMNER, LATICIA Total			\$68.40
928	TROWBRIDGE, LORI	W. VANDERHEIDEN LUNCH ACCT	02 3100 890 0 001 000	\$48.75
929	TROWBRIDGE, LORI Total			\$48.75
930	WALKER, KATHY	K WALKER LUNCH ACCT REFUND	02 3100 890 0 001 000	\$16.74
931	WALKER, KATHY Total			\$16.74
932	Grand Total			\$208,514.80
933				
934				
935	COOPERATIVE FUND			
936	ADVANCED BIONICS LLC	POWERCEL SUPPLIES	04 1200 610 1 004 000	\$1,908.00
937	ADVANCED BIONICS LLC Total			\$1,908.00
938	BEERBOHM, LISA	OUTDOOR FAMILY CAMP	04 1200 580 2 004 000	\$103.94
939	BEERBOHM, LISA Total			\$103.94
940	BLANK, KAREN	TRAVEL	04 1200 580 1 004 000	\$115.36
941			04 1200 580 2 004 000	\$228.48
942	BLANK, KAREN Total			\$343.84
943	KANSAS COSMOSPHERE	STUDENT FEE SPACE CAMP	04 1200 330 2 004 000	\$3,992.00
944	KANSAS COSMOSPHERE Total			\$3,992.00
945	KLEIN, CARRE	STAFF TRAVEL	04 1200 580 1 004 000	\$836.92

946			04 1200 580 2 004 000	\$836.92
947	KLEIN, CARRE Total			\$1,673.84
948	LASKA, BECKY	TRAVEL-FAMILY CAMP	04 1200 580 2 004 000	\$425.60
949	LASKA, BECKY Total			\$425.60
950	LIGHTSPEED TECHNOLOGIES,	REDCAT ACCESS AND CASE	04 1200 610 1 004 000	\$3,512.50
951			04 1200 610 2 004 000	\$3,512.50
952	LIGHTSPEED TECHNOLOGIES, Total			\$7,025.00
953	LORDEMANN, ERIC	OUTDOOR FAMILY CAMP	04 1200 580 2 004 000	\$170.24
954	LORDEMANN, ERIC Total			\$170.24
955	NPS SUBSIDIARY	AMAZON #35	04 1200 610 1 004 000	\$124.22
956			04 1200 610 2 004 000	\$20.47
957		HOT SPOTS	04 1200 382 1 004 000	\$59.06
958			04 1200 382 2 004 000	\$59.06
959		ONLINE INTERANT #35	04 1200 643 1 004 000	\$35.00
960		SIGN IT ASL #35	04 1200 643 1 004 000	\$159.99
961		SUCCESS FOR CHILDREN #35	04 1200 610 1 004 000	\$887.24
962		UNIT-2 TEST #20	04 1200 610 1 004 000	\$1,845.80
963	NPS SUBSIDIARY Total			\$3,190.84
964	PENCRAFT CORPORATION	2 FULL KITS-FINGERSPELLING	04 1200 610 1 004 000	\$2,398.64
965	PENCRAFT CORPORATION Total			\$2,398.64
966	SONOVA USA INC	ROGER 17, ROGER X, MIC, MYLINK	04 1200 340 1 004 000	\$15,713.99
967	SONOVA USA INC Total			\$15,713.99
968	U. S. CELLULAR	HOT SPOTS	04 1200 382 1 004 000	\$92.92
969			04 1200 382 2 004 000	\$92.91
970	U. S. CELLULAR Total			\$185.83
971	Grand Total			\$37,131.76
972				
973				
974	DEPRECIATION FUND			
975	J.H.HESPE COMPANY INC	GRANT ADDITION/RENOVATION	06 2900 340 1 001 003	\$20,430.00
976	J.H.HESPE COMPANY INC Total			\$20,430.00
977	Grand Total			\$20,430.00
978				
979				

980 **QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND**

981	CANNON MOSS BRYGGER	ADDITION/RENOVATION ARCHITECTS	09 4500 340 1 001 003	\$1,524.00
982			09 4500 340 1 001 005	\$1,775.62
983	CANNON MOSS BRYGGER Total			\$3,299.62
984	RASMUSSEN MECHANICAL	SH CHILLER REPLACEMENT	09 4500 340 2 001 001	\$67,497.48
985	RASMUSSEN MECHANICAL Total			\$67,497.48
986	Grand Total			\$70,797.10

987

988

989 **STUDENT FEE FUND**

990	FROMUTH	APPAREL	17 2190 610 2 550 001	\$416.50
991	FROMUTH Total			\$416.50
992	NPS SUBSIDIARY	SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
993	NPS SUBSIDIARY Total			\$20.00
994	PETERSON, TESSA	M PETERSON SUMMER SCHOOL	17 2190 610 0 976 000	\$40.00
995	PETERSON, TESSA Total			\$40.00
996	Grand Total			\$476.50

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.
 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:

- 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
Date of Revision:	December 14, 2020

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. ' 79-2137
Student Discipline Act, Neb. Rev. Stat. ' ' 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed
December 2005

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

Students

School Wellness Policy

A mission of Norfolk Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee

Committee Role and Membership

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

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2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

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This wellness policy and the progress reports can be found at the District's website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs

change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition

School Meals

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition

standards.)

- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - Whole fruit options are displayed neatly.
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - All available vegetable options have been given creative or descriptive names.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.

Commented [4]: This isn't really accurate

Commented [5]: I changed the wording in green.
Thanks

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

Schools are strongly encouraged to meet the USDA Smart Snacks in School nutrition standards.

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;

- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all

students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

4. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy

across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in “Physical Education” subsection). All schools in the District will be encouraged to participate in *Let’s Move! Active Schools* (www.letsmoveschools.org), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) is greatly valued and the District strongly discourages staff from withholding it as a punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 50-90 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District’s physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Fitnessgram) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight

Commented [6]: What put this in here if we have to provide evidence and it's one more thing to do?

- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. Examples of activities that the District may engage in to encourage active transport include, but are not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year.

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Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Glossary

School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

Commented [8]: Dr. +jamiiothompson@npsne.org We feel this is unrealistic to be able to enforce this.

School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: May 14, 2014
Date of Revision: June 12, 2017
Date of Reaffirmation: April 9, 2018
Date of Reaffirmation: May 13, 2019
Date of Reaffirmation: June 8, 2020

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
Date of Reaffirmation: December 14, 2020

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
Date of Reaffirmation: December 14, 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
Date of Reaffirmation:	December 14, 2020



2021-2022
CLASSIFIED EMPLOYEES
STAFF HANDBOOK
Updated: July 2020

Published by:
Office of Human Resources
Norfolk Public Schools
512 Philip Avenue - PO Box 139
Norfolk, Nebraska 68702-0139
Telephone: (402) 644-2500
FAX: (402) 644-250



Notice of Nondiscrimination

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

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

Employees and Others: Angie Baumann, Director of Human Resources and Accreditation, 512 Philip Ave., Norfolk, NE 68701 (402)644-2500 (angiebaumann@npsne.org).

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



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Norfolk Public Schools
2021-2022
Classified Employees Handbook
FOREWORD

Section 1 **Intent of Handbook**

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

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

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

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

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

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

This handbook will be in effect for the 2021-2022 school year and subsequent school years unless replaced by a later edition.



Section 1 Information About Norfolk Public Schools

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

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

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

Section 2 School Mission Statement

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

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

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

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



- b. respect, trust, integrity, and regard for self and others; and honors diversity;
- c. Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
- d. Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behaviors.

Section 3 Members of the Board of Education

Name	Contact Information
Brenda Carhart	brendacarhart@npsne.org
Jake Claussen	jakeclaussen@npsne.org
Tammy Day (Vice President)	tammyday@npsne.org
Jenna Hatfield-Waite	jennahatfield@npsne.org
Bruce Mitchell	brucemitchell@npsne.org
Sandy Wolfe (President)	sandywolfe@npsne.org

Section 4 Administrative Staff

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



Tracy Lichty	Principal: Westside Elementary
Bruce Strong	Principal: Woodland Park Elementary

Section 5 Grant Coordinators/Facilitators

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

Section 6 Norfolk Public Schools Foundation

Name	Position
Callan Collins	Executive Director
Bobbi Theisen	President
Jake Claussen	Vice President
Mary Hoiem	Assistant to the Foundation and Superintendent
Brenda Carhart	Treasurer, Board of Education Representative
April Pearson	Secretary
Dr. Jami Jo Thompson	Superintendent of Schools
Jason Busch	Board Member
Ann Feidler-Klein	Board Member
Jenna Hatfield - Waite	Board Member
Sandy Heimes	Board Member
Metka Kolm	Board Member
Dave Merritt	Board Member
Stephen Morton	Board Member
Don Polodna	Board Member
Lindsay Shellpeper - Simpson	Board Member
Nate Stratton	Board Member
Leann Widhalm	Board Member

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



Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

The 2021-2022 school calendar is found in Appendix “A.”

Section 2 Severe Weather and School Cancellations

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

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

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

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

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

Classified Staff: Weather Procedure. On occasion, school may be canceled due to inclement weather. 10, 11, and 12 month employees need to make every effort to safely make it to their buildings in a timely manner in order to answer the phones and help students that come to school make arrangements for safe rides back home. Once those issues have been handled, staff should consult with the supervising administrator on finishing the work day at the



school office or taking work home to finish. If employees cannot get to work or choose to not work the remainder of the day, they have the following options:

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

Section 3 District Summer Hours

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

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

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

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

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

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

Section 2 Assignments

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

A classified staff member who wants to transfer to another posted opening within the district must send written communication to the Director of Human Resources indicating their current assignment and requesting a transfer to the posted position. If an in-house transfer is allowed, the salary schedule of the new position will be used, and in some instances this could result in a decrease in hourly wages. Administrators/supervisors must submit a Classified



Employment Offer Form to HR to record changes in employment status. The district reserves the right to transfer employees to other positions as deemed necessary. Employees are expected to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 3 Personnel File

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

Section 4 Grievances and Complaints

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

Section 5 Compensation

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

Salary Payments. Salary is payable over nine-twelve monthly installments, depending on the employee's assignment, by direct deposit. Employees are paid on the 18th of each month, or the last preceding school day, if the 18th falls on a holiday or weekend. In emergency cases, exceptions may be made, subject to the approval of the board. Direct deposit is required for all employees of the district. Employees should contact the payroll office if any paperwork changes need to be made (account number change, bank change, etc.). The request for changes need to be done in writing. Upon separation of employment, employees will be paid all salary due.

Full-Time Employee. A full-time employee is one who is scheduled for thirty-five (35) hours a week or more, a minimum of nine months out of the year.

Section 6 Benefits

Classified employees are provided benefits in accordance with their position and board policy. Annual fringe benefit elections are to be made by the third Friday in August of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school year shall be continued. Building administrators/supervisors are responsible for informing the Business Office in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA, subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is incorporated into this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provide rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 7 Payroll and Payroll Deductions



Payroll deductions are made in accordance with law and elections made by employees.

Section 8 Paid Holidays

All nine, ten and eleven month full-time employees shall receive four paid holidays per school year. These holidays are:

- Labor Day Christmas
- Thanksgiving Good Friday

All twelve month full-time employees shall be paid ten holidays per year. These holidays are:

- Labor Day Good Friday Thanksgiving Day after Thanksgiving
- Memorial Day Independence Day Christmas Eve Christmas
- *One Floating Holiday (employee's choice)* New Year's Day

Please Note: If a holiday falls on a Sunday, it will be observed on the following Monday. If the holiday falls on Saturday, it will be observed on the preceding Friday. The "Floating" holiday must be used each school year and is not accumulative.

Section 9 Retirement

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

Section 10 Expense Reimbursement

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

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

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

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

Section 11 403(b) Salary Reduction Agreements



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

Section 12 Overtime

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

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

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

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

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

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

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

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

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

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

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement



leave day, employees are to contact their immediate supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

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

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

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

Section 2 Paid Leave – Sick and Bereavement

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

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

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

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

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

Part-time employees – sick leave accrual rate:



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

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

Section 3 Vacation Leave

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

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

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

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

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

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

Classified employees are encouraged to take their vacation within each leave (fiscal) year. The maximum number of unused vacation days an employee will be allowed to carry over from one year to the next is five days. The maximum that may be accumulated is the number of days the employee was eligible for in the preceding leave year



plus the possible five carry over days; that is five for an employee who has completed one year of continuous employment, ten for an employee who has completed two to ten years of continuous employment, fifteen for an employee who has completed eleven to twenty years of continuous employment, and twenty for an employee who has completed twenty-one or more years of continuous employment. An employee is eligible for their specific maximum number of days plus the possible five day carry over from the previous year. Once the maximum is accumulated, no further vacation days will be available or granted until September 1 of the next fiscal year.

Section 4 Payroll Deductions for Absences in Excess of Paid Leave

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

Section 5 Unpaid Leaves

The district complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee’s available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee’s salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave

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

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

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

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

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

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



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

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

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

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

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

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

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

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

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

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

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform essential job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances



supporting the need for military family leave. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

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

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

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

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

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

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

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

Section 8 Military and Family Military Leave

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

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

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



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

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

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

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

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

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

Section 11 Crisis Response Team

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

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Time Clock

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

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



Section 2 Hours of Work & Meetings

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

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

Section 3 Arrival to Duty Assignments

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

Section 4 Leaving School

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

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

Section 5 School Procedures

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

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



in the course of the school day, if possible, and upon departure. If something requires an answer, employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

Section 6 Supervision / Management of Students

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

Proper Supervision

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

Proper Instructions

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

Proper Maintenance of Buildings, Grounds, and Equipment

- A. Conduct periodic inspections of equipment under your control or in your area of supervision.
- B. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can’t be moved, tape a “Do Not Use” sign) and notify the office so those repairs may be undertaken.



- C. Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, intercom, e-mail, cell phone or other means as applicable) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

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

Contact the Office for Assistance

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

- A. student fight
- B. student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- C. a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- D. a report or a suspicion of an abusive or neglectful situation involving the student
- E. presence of an intruder (a non-student or staff member who refuses to go to the office)

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

Student Searches

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

Student Rights

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

Student Discipline:

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



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

1. Students will be made aware of classroom / building expectations. These expectations should be in writing.
2. It is important to document student behavior as needed.
3. If, after attempts to improve student behavior, problems continue, talk to the student's teacher/ sponsor or the building principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying" immediately.
4. If a student continues to cause problems, inform the teacher or sponsor. Be sure to state the problem clearly and expectations in terms of assistance. At times, the student's and adult's stories may be different. Be prepared to provide documentation. Refer students with continued and significant behavioral problems to the teacher/sponsor or principal.
4. Talk with other staff members about the behavior management techniques they use to establish positive relationships with students. A large repertoire of behavior management techniques is encouraged.
5. Read and understand the student handbook and the student Code of Conduct to assist with consistency of expectations.
6. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. **Corporal punishment is prohibited in the District and is not to be used.** Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
7. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the teacher/sponsor or building Principal so this law may be followed.

Section 7 Dispensing Medication (Policy No. 6910)

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

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

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

Section 8 Reporting Child Abuse (Policy No. 5402)

Nebraska State Law and school policy mandates school officials to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is



reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

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

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

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

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

Section 9 Funds

Receipts:

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

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

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

Fundraising (Policy No. 4029)

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

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

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.



- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

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

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

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

Principle I - Commitment as a School Employee:

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

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

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

Principle II - Commitment to the Student:

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

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

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



Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to Classified Position Employment Practices:

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

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

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

Competent Performance

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

Therefore, each employee shall:

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

Each employee shall:

- A. Utilize available materials and equipment necessary to accomplish the designated task;
- B. Adhere to and enforce written and dated administrative policy of the district which has been communicated to the educator;



- C. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

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

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

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

Management techniques: The employee shall:

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

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

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

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

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

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

Section 2: Role Model

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

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



Section 3 Professional Boundaries between Employees and Students

Policy 4025

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

Professional Boundaries between Employees and Students

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

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

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



- S. Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- T. Discussing another student's or an employee's personal matters when it is not appropriate outside of the instructional setting.

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

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

Section 4 Relationships

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

Section 5 Civility

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

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

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

Section 6 Notification of Arrest, etc.

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

- A. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - 1. The maximum penalty for the crime equals or exceeds six months incarceration;
 - 2. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - 3. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - a. Would impact the responsibility to be a role model for students or relations with other employees of the district;
 - b. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - c. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.



4. The arrest or the alleged criminal activity occurred while the employee was on duty, on district property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 5. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
- B. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
- C. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

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

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

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

Section 7 Injury Leave

Policy 4031

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.

Section 8 Evaluations

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

Section 9 Employee Complaints or Concern



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

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

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

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

Section 10 Attire

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. Staff members shall dress appropriately, presenting a neat, clean, professional appearance conducive to the learning environment of the students. As a general guideline, appropriate, professional attire is to dress "Business Casual." The general guidelines for "business casual" are: dress pants or khakis, a reasonable length dress or skirt, or dressy capris combined with a dress shirt, polo or sweater; dress shoes/sandals. Fridays will be designated as Spirit Days across the district and staff are encouraged to show their school spirit by wearing approved attire on those days. Neat, clean jeans may be allowed by your building principal on Spirit Days if they are accompanied by approved attire. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 11 Outside Employment

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

Section 12 Media Requests



Norfolk Public School employees are to refer all media requests to the Superintendent and/or Director of Communications. Employees are not authorized to speak on behalf of the district regarding school/student news without the Superintendent's approval. The only exception is coaches, during/following a competition.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

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

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

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

Section 2 Smoke and Tobacco-Free Workplace

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

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco); vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

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



The term “weapon” means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;
- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- E. Any bludgeon, sand club, metal knuckles, or throwing star;
- F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- H. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
- I. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- J. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession, as well as in an employee’s motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Employees have access to the district’s computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

- A. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the district. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.
- B. Access and User Agreements. Use of the district’s technology resources is a privilege and not a right. The Superintendent or his/her designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources. The technology resources are not a public forum. The district reserves the right to restrict any communications and to remove communications that have been posted.
- C. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the district’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.



- D. Unacceptable Uses. The following are unacceptable uses of the technology resources:
1. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 2. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.
 3. **Incidental personal use** is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.
 4. The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for personal use; or sending an e-mail related to one's own private consulting business.
 5. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 6. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - a. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - e. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - g. Users shall not engage in any form of vandalism of the technology resources.
 - h. Users shall follow the generally accepted rules of network etiquette. The administrator or designees may further define such rules.
 1. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any district policy or any applicable law. Without limitation, this means that technology resources may not be used:
 - a) To access any material contrary to the district's Internet Safety Policy; or to create or generate any such material.
 - b) To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - c) To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the district is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - d) To promote or tolerate violations of student conduct rules.
 - e) To engage in illegal activity, such as gambling.
 - f) In a manner contrary to copyright laws.
 - g) In a manner contrary to software licenses.



7. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The district does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.
8. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

9. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the district’s computers or Internet system.

Sanctions. Violation of the policies and procedures concerning the use of the district’s technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage. Employees are responsible for the replacement costs of lost keys.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the principal.

Section 6 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the



principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Employees will need to promptly log long distance calls according to building procedures and be responsible for any charges which are for personal use.

Section 8 Visitors

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on district property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

Section 9 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or his/her designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or his/her designee. Employees must not use time for which the employee is on duty or paid by the district to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, employee desks, lockers, file cabinets and other such storage device are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student and staff records.

The district exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The district is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Video Surveillance

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



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

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the district's activities and programs and for educational purposes related to such activities and programs. The district's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the district's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the district, or communications that promote activities not suitable for school-age children.

Any website links on the district's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the district. The district makes no representations or warranties of any kind with regard any such links.

Section 13 Copyright and Fair Use Policy

It is the district's policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- A. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- B. the nature of the copyrighted work;
- C. the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- D. the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Employees should seek assistance from administration if there are any questions regarding what may be copied.

Section 14 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.



Section 15 School Safety

Safety Programs and Safety Teams

Student and staff safety is a paramount priority. The district has established a Safety and Security Management Plan which includes our **Standard Response Protocol**. This plan also includes other safety and security measures and procedures, including specific plans and actions to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the district's **Standard Response Protocol** (or SRP). Information about the **Standard Response Protocol** is available under the Safety and Security tab on the school website. Information about the Safety and Security Management Plan may be obtained for review from the principal or the Superintendent.

The district also has several active safety teams in place to address employee accidents, injuries and work place conditions as well as threat assessments and various safety and security items. Representatives who serve on these teams are generally appointed by the administration. Staff can make suggestions and/or report concerns to the safety teams by contacting members of the safety teams or their building principal.

Safety Practices

Guidelines for safe work practices for employees include the following:

- A. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- B. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- C. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- D. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- E. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- F. Do not use equipment if you are not familiar with it or operate machinery without proper training.
- G. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- H. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- I. Wear seatbelts when in vehicles where provided.
- J. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the appropriate building administrator.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 16 Safe Driving

Employees who drive school vehicles to transport students must have a valid driver's license and proof of insurance. Employees will be given instruction on emergency evacuation and first aid and provided a Driver's Certification form following successful completion of the district driving class.

Employees who drive school vehicles are responsible for following safe driving practices. All employees who drive school vehicles must successfully complete the district defensive driving class. Employees are to abide by all rules



of the road and any applicable rules of the Nebraska Department of Education and the district relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Failure to do so could result in personal liability. When transporting students or using a school vehicle, employees are not to use electronic devices or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees are prohibited from transporting students in their personal vehicle.

Accidents

Every accident which results in a personal injury must be reported to the principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Section 17 Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork in accordance with district procedures.

Section 18 Classroom Environment

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

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Anti-discrimination, Anti-harassment and Anti-retaliation

Purpose: Norfolk Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Norfolk Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.



Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next (or alternative) person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent or his or her designee. If a satisfactory arrangement cannot be obtained through the Superintendent (or his or her designee), the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent (or his or her designee) will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 2 Notice of Nondiscrimination

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

Students: Erik Wilson, Director of Student Services: 512 Philip Avenue, Norfolk, NE 68701, (402) 644-2500.



Employees and Others: Angie Baumann, Director of Human Resources and Accreditation, 512 Philip Ave., Norfolk, NE 68701 (402)644-2500

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR (816) 268--550 (voice), FAX (816) 268-0599, (800) 877-8339 (telecom. device for the deaf), or ocr.kansascity@ed.gov.

Section 3 Designation of Coordinators

Policy 4003

Any person having inquiries concerning the district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Norfolk Public Schools, 512 Philip Avenue, Norfolk, NE 68702, (402) 644-2500.

Law, Policy or Program	Issue or Concern	Coordinator
Title VII	Discrimination or harassment based on race, color, or national origin; harassment	Director of Student Services
Title IX	Discrimination or harassment based on sex; gender equity	Director of Student Services
Section 504 of the Rehabilitation Act Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	504: Director of Student Services ADA: Associate Superintendent of Business Services
Homeless student laws	Children who are homeless	Director of Student Programs
Safe and Drug Free Schools and Communities	Safe and drug free schools	Associate Superintendent of Business Services

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

- A. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the complainant’s disability prevents such, in which event the complaint can be made verbally.
- B. Complaints shall set forth: (a) the name of the complainant, (b) the address and telephone number or other such information sufficient to enable the coordinator to contact the complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the complainant.
- C. Complaints shall be investigated by the coordinator or the coordinator’s designee. Investigations shall be thorough, but informal, and the complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- D. The coordinator shall make a decision on the complaint within 30 days of the filing of the complaint, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the coordinator’s proposed resolution of the complaint, and shall be forwarded to the complainant.
- E. The complainant shall have 10 days from the date the coordinator’s decision is sent to the complainant to accept or reject the coordinator’s proposed resolution. The complainant shall be deemed to have accepted the proposed resolution unless the complainant rejects the proposed resolution within such time period.
- F. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to



file a request for reconsideration within 10 days from the date the coordinator's decision is sent to the complainant. The request for reconsideration shall be filed with the coordinator. Upon receipt of the request for reconsideration, the coordinator shall promptly forward the request for reconsideration and all evidence received by the coordinator in connection with the complaint to a third person for review (either an administrator or other employee of the district, or members of the Board of Education or committee of the board).

- G. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the board or committee of the board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the district's policies under FERPA are found in board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges (Policy No. 5001)

The **Every Student Succeeds Act (ESSA)** requires the district to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Breakfast and Lunch Programs

The district participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 8 Confidentiality of Protected Health Information (HIPAA)

It is the policy of the district to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The district designates the superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Section 9 Student Privacy Protection (Policy No. 5419)

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:



1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents and family members the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or the student’s parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents and family members upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Section 10 Parental and Community Involvement (Policy 6400)

General - Parental/Community Involvement in Schools

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

1. provide parents and family members timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
3. permit parents and family members access to their child’s records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;



5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.

The District has a separate policy established pursuant to federal law relating to parental and family engagement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental and family engagement policy. Employees are expected to comply with the Title I parental and family engagement policy.

Section 11 Homeless Students (Policy No. 5418)

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.



Appendix A

Norfolk Public Schools 2021-2022 School Calendar Information

August 2021 1 S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	January 2022 6 S M T W Th F Sa 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September 2021 2 S M T W Th F Sa 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	February 2022 7 S M T W Th F Sa 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
October 2021 3 S M T W Th F Sa 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	March 2022 8 S M T W Th F Sa 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
November 2021 4 S M T W Th F Sa 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	April 2022 9 S M T W Th F Sa 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
December 2021 5 S M T W Th F Sa 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	May 2022 10 S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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



Norfolk Public Schools 2021-2022 Staff Calendar

August	3-6 Orientation - New teaching staff 9-11 Orientation - All teaching staff
September	12 First Day - First Half Students K-12 13 First Day - Second Half Students K-12 16 All Day - K-12 6 Labor Day - No School
October	13 K-12 End First Quarter 18-21 K-12 Parent-Teacher Conferences 18 - K-8 P-T Conferences, 4:00-7:00 19 - K-4, 9-12 P-T Conferences, 4:00-7:00 20 - 5-12 P-T Conferences, 4:00-7:00 21 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 22 K-12 Students - No School (K-12 Teachers - Comp. Day - No Duty) 25 K-12 Staff - Prof. Development - No School for Students
November	24-25 Thanksgiving Break - No School
December	22 K-12 End Second Quarter/First Semester 23-31 Winter Break - No School
Jan	K-4 5-6 7-8 9-12 1 44.0 44.0 44.0 44.0 August 12 - October 13 2 44.5 44.5 44.5 44.5 October 14-December 22 88.5 88.5 88.5 88.5 3 43.5 43.5 43.5 43.5 January 5 - March 8 4 44.5 44.5 44.0 44.0 March 9 - May 218 88.0 88.0 87.5 87.5

January	1-3 Winter Break - No School 3 K-12 Staff - Prof. Development - No School for Students 4 K-12 School Resumes 17 K-12 Staff - Prof. Development ESU Speaker - No School for Students
February	7-10 K-12 Parent-Teacher Conferences 7 - K-8 P-T Conferences, 4:00-7:00 8 - K-4, 9-12 P-T Conferences, 4:00-7:00 9 - 5-12 P-T Conferences, 4:00-7:00 10 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 11 K-12 Students - No School (K-12 Teachers - Comp. Day - No Duty)
March	8 K-12 End Third Quarter 11 K-12 No school - Spring Break 14 Make - Up Snow Day (if needed due to 4 snow days) 15 Make - Up Snow Day (if needed due to 3 snow days) 16 K-12 School Resumes
April	15-18 No School - Spring Break 19 K-12 School Resumes 21 Grades 9-12 - 11:30 a.m. dismissal PM- SH Track Meet 22 No School - District Musiol/ JH Speech Staff Development Day
May	4 K-12 Staff Appreciation Day 5 Grades 7-8 - 11:30 dismissal PM/ JH Track Meet 15 Graduation 18 Students Last Day/End Fourth Quarter K-12-11:30 a.m. dismissal (End of 4th Quarter) 19 Last Teacher Work Day

176.5 Student Days, Grades K-4
176.5 Student Days, Grades 5-6
176.0 Student Days, Grades 7-8
176.0 Student Days, Grades 9-12

188/192 Veteran/New Teacher Contract Days

Updated - 10/21/2020

Published by:
Director of Human Resources
Norfolk Public Schools
612 Philip - PO Box 139
Norfolk, Nebraska 68702-0139
402-444-2600

Note: All dates and times subject to change.



Appendix B

Norfolk Public Schools
Classified Employee Exception Sheet

CO USE ONLY	
Posted	<input type="text"/>

**PAYROLL EXCEPTIONS
MISSING PUNCH FORM**

Employee Name Building

Date	Missing Time	a.m.	p.m.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee's Signature Date

Supervisor's Signature Date

(Original to Payroll Office. If you want copies you need to make them.)



Appendix C

Norfolk Public Schools - Certified/Classified Acknowledgement Form

Norfolk Public Schools' District Website: <http://www.norfolkpublicschools.org/>

NPS Certified/Classified Handbooks

I am aware that the *Certified Staff Handbook* and the *Classified Staff Handbook* are on the district website, and I have (or will) read the appropriate handbook for my assignment. I also understand that a print copy is available in each school's office area.

Acceptable Use of Computers and Networks

The "Acceptable Use of Internet and Other Electronic Resources Policy" is on the district website. In order to make sure that all members of the NPS community understand and agree to the rules of conduct for the use of e-mail and Internet systems of the school district, the NPS District asks that you, as an administrator, faculty member, or staff member, sign the following statement: I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by NPS, and I understand and will abide by those district guidelines and conditions for the use of the facilities of NPS and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken. I agree not to hold NPS, any of its employees, or any institution providing network access to NPS responsible for the performance of the system or the content of any material accessed through it.

Drug-Free School and Workplace Policy

The "Drug-Free School and Workplace Policy" is on the district website. I have (or will) read it. I also understand that a print copy is available in each administrator's office and the Media Center. I have received a copy of and understand district policies declaring it is illegal, and therefore, absolutely prohibited for any employee of the district to:

- 1) Engage in the unlawful manufacture, possession, use, or distribution of illicit drugs;
- 2) Possess, use, or distribute alcohol on school premises;
- 3) Be under the influence of illicit drugs and/or alcohol while directly supervising student activities off school property, or as a part of any of the schools' activities held on school property.

By signing this form I acknowledge that I understand that it is unlawful, and therefore, an absolute prohibition of the district for any employee of the district to engage in any of the activities listed in the NPS Drug-Free Workplace Policy, and/or as defined by the board policy or administrative directive. I understand that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the district.

Bloodborne Pathogens

Bloodborne Pathogens information is available on the district's website. I have (or will) read it. I know that if I have questions I should see the School Nurse.

Attack on Asthma – Asthma and Anaphylaxis: A Primer for Schools

The Attack on Asthma information is available on the district's website. I have (or will) read it. I know that if I have questions I should see the School Nurse.

Name (Please Print): _____

Signature: _____

School(s): _____

Date: ____/____/____



Norfolk Public Schools
Classified Employee Handbook Receipt Page

**RECEIPT OF THE 2021-2022 CLASSIFIED HANDBOOK
OF NORFOLK PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2021-2022 Classified Employee Handbook for Norfolk Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:

Employee Signature:

Please return the signed document to:

Director of Human Resources
Norfolk Public Schools
512 Philip Avenue
Norfolk, NE 68701

Cc: Building Principal



Little Panthers Preschool
Student Handbook
2021-2022



WELCOME!

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

INTRODUCTION

Do you want your child to....

Develop the skills to become an avid reader?

Learn beginning math skills?

Improve speech and language skills?

Be creative?

Make decisions independently?

Develop physical coordination?

Get along well with others?

Be self-confident?

Enjoy learning?

Love school?

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

ORIENTATION PROCEDURES

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

OUR PHILOSOPHY

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

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



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

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

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

Play is the work of young children.



Earlier is NOT Better

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

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

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

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

THE GOAL OF OUR CURRICULUM

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

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

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

WHAT CHILDREN LEARN AT HOME

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

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

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

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

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

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

DETAILS ABOUT OUR PRESCHOOL PROGRAM

PROGRAM COSTS

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

HOURS

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

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

Monday, Tuesday, Thursday, Friday

Morning Class: 8:00-11:30 (doors open for drop-off at 7:50)

Afternoon Class: 12:15-3:45 (doors open for drop-off at 12:15)

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

Monday, Tuesday, Thursday, Friday

8:00-3:00 (doors open at 7:50)

*Students who turn 5 years of age on or before July 31st are not eligible for the Little Panthers Preschool program but are encouraged to enroll in your neighborhood elementary school for kindergarten.

AFTER SCHOOL PROGRAM

Little Panthers Preschool partners with Fits & Giggles Child Care to offer the Wheel After Three aftercare program. This program is held at LPP from 3:00-6:00 each school day and then also offers full day care on Wednesdays and other no-preschool days as well. Enrollment for the program will be held in early August. If interested, please reach out to our office to get additional information.

MEAL PROGRAM

Breakfast and Lunch is offered to the full day classes.

Snack is offered to the half day classes.

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

Breakfast:

Free Meal Eligibility-- Free

Reduced Meal Eligibility-- \$0.30/meal

Full Pay Eligibility-- \$1.60/meal

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

Lunch:

Free Meal Eligibility-- Free

Reduced Meal Eligibility-- \$0.40/meal

Full Pay Eligibility-- \$2.95/meal

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

- Please fill your child's lunch with healthy meal options (fruits, vegetables, sandwiches, water/milk/juice)
- No soda, candy, cookies, etc.

PROGRAM OPERATIONS AND CLOSING

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

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

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

GENERAL POLICIES

RELEASE OF CHILD

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

VOLUNTEERING IN THE CLASSROOM

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

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

ILLNESS

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

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

RETURN FROM ILLNESS

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

ADMINISTERING MEDICINE

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

OUTDOOR PLAY

We believe that any child who is well enough to come to school is also well enough to take part in all of the school activities. This includes outdoor play, except in a few isolated instances, so please dress your child appropriately for the weather. They

should have coats, hats, and mittens/gloves during the winter. They will not be allowed to stay indoors if they do not have the appropriate attire as all staff needs to be out on the playground.

CLOTHING

Please send your child in comfortable, washable play clothes as we are very busy! Each child should always have a change of clothing available in their backpack in case of spills and accidents. All belongings should be marked with your child's name. In winter, please dress your child warmly for outside activities.

TOYS/ITEMS FROM HOME

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

ATTENDANCE

Attendance is crucial! We are learning new skills everyday and it is hard for your child to catch up if they miss too much school. If your child will be absent or coming late, please notify the school before 8:00 a.m. This will help us plan accordingly for meals and activities. If your child misses 2 consecutive days without notification a staff member will call to determine the problem. If a parent cannot be reached, a well-child check may be called in to the local police to ensure the safety of your child and your family. If absences continue, your child's slot may be given to the next child on the waiting list.

REPORTING SUSPECTED ABUSE

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

Nebraska statutes require that all professionals working with children report concerns they may have about possible child abuse or neglect to Child Protective Services or the Police Department. This information will be held in the strictest confidence, as is all information regarding children, families and staff at the school.

POSITIVE BEHAVIOR SUPPORTS

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

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

***At LPP, we are RESPECTFUL**

We always listen and we use inside voices.

***At LPP, we are RESPONSIBLE**

We keep the classroom clean.

***At LPP, we are SAFE**

We use walking feet and kind hands.

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

Students who are struggling to comply with program behavior expectations may have to meet with the principal. If there is an ongoing concern, the principal and classroom teacher will have a meeting with the parent(s) to discuss next steps regarding student behavior.

PARENTAL/GUARDIAN SUPPORT

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

As a Little Panthers Pawsitive Parent, I will:

- Drive safely through the parking lot by following posted signs and staying alert.
- Staying off my phone to ensure all children are safe and I can give my child and their teacher my full attention at drop off and pick up.
- Communicate with the school about changes in phone number, address, family situation, and resources that would benefit my family.
- Follow the building wide expectation of being nut aware by not providing meals or snacks that contain nuts.
- Model the importance of school by having my child arrive at school on time ready to learn and grow.
- Read and talk with my child everyday.

- **Enjoy the ride of watching my child learn through play and exploration!**

SUPPLIES

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

DROP-OFF & PICK-UP

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

For drop off and pick up, we use four doors at Little Panthers Preschool. This allows for better parking and traffic flow and also allows our students to be greeted at the door and walked to their classrooms. Based on your child's classroom placement, they will enter a numbered door as follows:

Door 1 (east side of building) - Ramirez, Clausen, Dasher

Door 2 (south side of building) - Pickinpaugh, Behrens, Drahota

Door 3 (west side of building) - Todd, Luna

Door 4 (northwest side of building) - Marmolejo, Rehan

Your child's safety is our top priority. To ensure that your child is being dismissed with the correct adult, we use a ticket system at LPP. Each family will be provided two pick-up tickets that your family can share with the individuals that are approved to pick your child up from preschool. If you need additional tickets, please reach out to the office. These tickets will need to be shown by the approved transportation (including parents) every day at pick up.

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

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

TRANSPORTATION

Transportation is the responsibility of the parent/caregiver unless the child is currently being served under an Individualized Education Plan (IEP).

ATTENDANCE

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

BIRTHDAYS

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

HAND WASHING

It is very important that you are helping your child practice proper hand washing at home. We will be practicing this at school throughout the day. Please help them master this skill by encouraging them to do it correctly at home.

CONTACTING US

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

Our primary tool for consistent communication between teachers and parents is Seesaw. This is an app that allows you to see pictures of your child learning and having fun at school, message your child's teacher with questions, and also receive information about upcoming events at school, so please be sure to sign up!

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

Sincerely,

The Preschool Teachers

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

YOU ARE ALWAYS WELCOME!

HARASSMENT POLICY (5401) for STUDENTS AND STAFF

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

A. Elimination of Discrimination.

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

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

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

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

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

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

1. Purpose:

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

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

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status,

national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

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

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

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

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

All District employees are expected to take prompt and appropriate actions to report and prevent

discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

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

i. Level 1 (Investigation and Findings):

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

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an

investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

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

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

a. Providing the parties with the opportunity to present witnesses and provide evidence.

b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

a. A summary of the facts,

b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and

c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

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

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) working day after the investigation is completed. The

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

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

a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.

c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).

d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.

g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.

i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.

j. Recommending changes to this policy and grievance procedure.

k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures: The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with antidiscrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

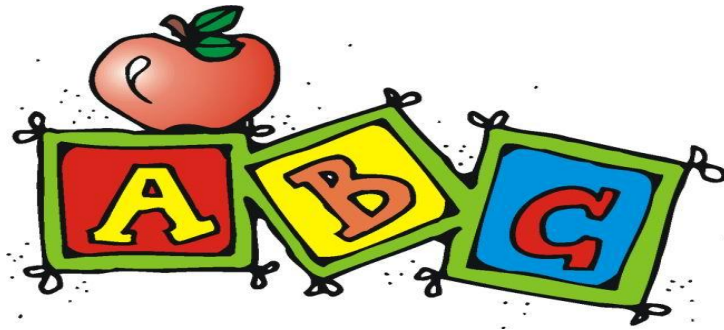
The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and

back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018



Little Panthers Preschool Parent Signature Page



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

Child's Name: _____

Parent Signature: _____

Date: _____

Students' Rights and Responsibilities

Nebraska State Law requires that each school district develop rules and regulations regarding students' rights and responsibilities and harassment, and distribute copies to students and parents. The attached rules and regulations are in effect for the 2021-2022 school year. We request that you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact a building administrator or the Director of Student Services.

The family of _____ received and had an opportunity to read the Elementary Handbook for Parents, which also includes **Policy 5101 Students' Rights and Responsibilities in Norfolk Public Schools and the Policy 5401 Student Harassment Policy** for students in the Norfolk Public Schools.

Parent/Guardian Signature: _____ Student Signature: _____

Student Signature: _____

Date: _____ Student Signature: _____

Permission for Excursion Trips

Your child(ren), _____		_____	
NAME	GRADE	NAME	GRADE
_____		_____	
NAME	GRADE	NAME	GRADE

Students may on occasion be given the opportunity to take trips of various types. These trips may be of an instructional and/or excursion variety, or in direct connection with a specific class assignment.

We need your written consent in order that your child may have the advantage(s) of participating in any of the activities that the school may sponsor.

Parent/Guardian Signature: **I consent:** _____

Date: _____ **I do not consent:** _____

School Directory Publication

Please check one.

YES or **NO**

_____ I give permission for my child/children to be included in their school's directory. The directory will include child's name, address and phone number. (No unlisted phone numbers are printed.) This directory may be used by school staff and may be released to outside agencies at the discretion of the building principal.

Student Image Use

Students may periodically be photographed or videotaped by the media for print in local or regional publications or school websites, and their names may be released to the media to accompany these photographs or videos, unless parents specifically request in writing to the building principal that their student(s) should not be included.

Parent/Guardian Signature: _____ Child's Name: _____

Date: _____

Non-Custodial Parent Notification

Complete information if non-custodial parent wishes to receive copies of grades and newsletters.

Please send information _____ in English or _____ in Spanish.

Name _____

Telephone Number _____

Address _____

City _____ State _____ Zip _____

NOTE: PLEASE RETURN THIS ENTIRE PAGE WITH ALL THE NECESSARY INFORMATION AND SIGNATURES COMPLETED BY FRIDAY, AUGUST 20, 2021

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.

(Refer to Policy 6800 on pages 28-31)



ELEMENTARY HANDBOOK FOR PARENTS

2021-2022

Jami Jo Thompson, Ed.D.
Superintendent of Schools
512 Philip Avenue
P.O. Box 139
Norfolk, NE 68701-0139



Phone: (402)644-2500
Fax: (402)644-2506
jamijothompson@npsne.org
www.norfolkpublicschools.org
Twitter: @npspathers

Dear Students, Parents, and Guardians:

The Norfolk Public Schools staff is excited to partner with you throughout the **2021-2022** school year to maintain a positive educational environment that is focused on student learning. Please take some time to review the information in this handbook, as it outlines many important district expectations and procedures that must be followed in order for us to have a successful year.

Nebraska State Law requires that each school district develop rules and regulations regarding Student Conduct, Students' Rights and Responsibilities, Harassment Policy, Student Fees Policy, Internet Use, and Students' Rights and Responsibilities in Extracurricular Activities, and that we distribute copies to students and parents. This handbook contains that information and is intended to be used by students, parents and staff as a guide to the rules, regulations and general information about **Norfolk Public Schools**. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and rule revisions at any time in order to implement the educational program and to assure the well-being of our students.

Thank you, in advance, for partnering with all of us at NPS, as we strive to prepare students with the skills and knowledge necessary to meet the challenges of a complex, global society. I look forward to meeting you and working with you to meet this important mission.

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

NORFOLK PUBLIC SCHOOLS

NORFOLK, NEBRASKA

ELEMENTARY HANDBOOK FOR PARENTS

2021-2022

Dr. Jami Jo Thompson

Superintendent of Schools

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

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

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to:

Superintendent of Schools
512 Philip Avenue
Norfolk, NE 68702-0139
(402) 644-2500

(Please keep this book and use it as a reference to help answer your questions for the 2021-2022 school year.)

Parental Involvement

Parents are the first teachers a child has, and their role continues even after the child enters school.

Parents' Role

PARTICIPATE in school activities by visiting your child's classroom and lending a helping hand

ADMIRE and love your child. Build on strengths and help improve weaknesses.

READ with your child - street signs, billboards, grocery lists, maps, books, magazines, cartoons, etc. Set a goal of spending as much time reading together as watching television.

ENCOURAGE hobbies and interests such as sports, music, collections, pets, pen pals, or handicrafts. Suggest friendships with children who share similar interests.

NOTE your child's progress with verbal praise and a pat on the back. Be positive. Never compare progress with that of another child.

TALK about school, interests, friends, places you go together, and things you do as a family. Encourage your child to ask questions. Answer questions patiently.

SUPPORT your child. Stress the need to learn to read for knowledge and enjoyment.

Norfolk Public Schools Student Handbook 2021-2022 School Year

Foreword

Intent of Handbook:

Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

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Insert Norfolk Public Schools
2021-2022 Parent Calendar (Excel format)

WELCOME TO NORFOLK PUBLIC SCHOOLS

We are happy to have you join us in the Norfolk Elementary Schools. Our goal is to provide excellent educational opportunities for each child in our district. The purpose of this handbook is to provide you with some general information about our school system. It should answer many of the questions you have regarding what we teach as well as our policies. If at any time you have additional questions, please feel free to contact your child's teacher, building principal, or the Central Office. We feel education is vital to each student and want to serve you in the best possible way.



NORFOLK PUBLIC SCHOOLS' MISSION STATEMENT:

To prepare all students to pursue their goals for the future.

THE VISION OF NORFOLK PUBLIC SCHOOLS:

To be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

ACCESS TO RECORDS

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 79-4,157, Board Policy 5202, the Federal Education Right to Privacy Act (FERPA), Military Recruiters (Board Policy 5012) and other applicable law during regular business hours of the school.

Notice Concerning Directory Information

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

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

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

ADMINISTRATIVE DIRECTORY

This is a list of the Central Office and elementary administrators, their school addresses and phone numbers.

Central Administration Building (512 Philip) 644-2500

Office Hours: 7:30 a.m. to 4:30 p.m.

Dr. Jami Jo Thompson, Superintendent of Schools	Ext. 1104
Mr. Bill Robinson, Associate Superintendent	Ext. 1102
Mrs. Beth Nelson, Director of Teaching and Learning	Ext. 1110
Mrs. Mary Luhr, Director of Student Programs	Ext. 1119
Mrs. Angie Baumann, Human Resources and Accreditation	Ext. 1112
Mr. Erik Wilson, Director of Student Services and Safety	Ext. 1123

Elementary Administrators

Office Hours: 7:30 a.m. to 4:00 p.m.

Bel Air (402-644-2539)
1101 North 18th Street
Trisha Andreasen

Grant (402-644-2544)
1106 Philip Avenue
Troy Berryman

Jefferson (402-644-2546)
406 Cottonwood Street
Haeven Pedersen

Lincoln (Montessori) (402-644-2550)
310 South 3rd Street
Angie Hausmann

Woodland Park (644-2565)
611 Meadow Lane
Bruce Strong

Washington (644-2557)
1205 South 2nd Street
Ryan Specht

Westside (644-2561)
1703 Philip Avenue
Tracy Lichty

ATTENDANCE--(PLEASE READ CAREFULLY)

The Norfolk Public Schools believes that punctual and regular attendance is an extremely important part of your child's school record.

We further believe that:

- regular school attendance is basic to the continuity of the learning process
- regular attendance is one of the most important factors in determining school success
- the real value of the educational process comes from the continuous interactions and relationships developed between the teacher and individual students as well as between students
- the discipline developed through punctual and regular attendance enhances the chances of success in all areas of a student's life

PROCEDURES FOR REPORTING ABSENCES

Parents should call the school office on the day of the absence. Phones are answered in all elementary schools starting at 7:30 A.M. When contacting the school, please give the following information:

1. name of the student(s)
2. grade level(s)
3. name of teacher(s)
4. reason for the absence
5. name of the person making the call
6. relationship to the student



Notes will be accepted only from parents/guardians who do not have access to a phone.

Students will be considered TRUANT if parents fail to contact the school within 24 hours of the student's absence.

EXCESSIVE ABSENCES

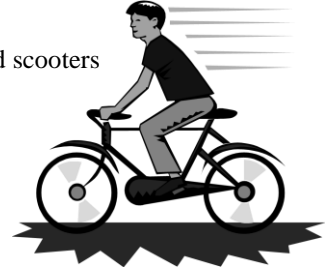
School district officials are required by law to investigate factors involved in both excused and unexcused student absences when they exceed 5 days per quarter or 20 days per year. Parents shall be contacted to discuss their child's excessive absences once this 5-day limit has been reached. A variety of methods may be explored with parents to resolve this problem. If the child continues to be absent following the initial parental contact, parents will receive a written notice that their child is truant under Nebraska Statute 79-201. If within one week after such notice is given to parents, the child is still truant, a report may be filed with the county attorney. Students may also be required to repeat a grade if school officials determine the excessive absences have had an adverse effect on their classroom performance.

PLANNED ABSENCES

When you know in advance that your child will be absent from school, for a whole day or more, your child must make arrangements for missed work prior to the absence.

BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS

Bicycles must be parked in the racks provided or set in line with the racks. To prevent theft, bicycles and scooters should be padlocked. Skateboards and roller blades should be kept in the classroom and left there during school hours. Skateboards, roller blades and scooters are not to be used on school property.



BOUNDARY EXCEPTIONS

Principals and secretaries will check home addresses of pupils carefully to be sure that pupils are residents of the school district and are in the proper neighborhood school building. Verification of family residence may be requested (i.e. utility bills, renter's agreement, etc). All requests for exceptions to boundaries are to be submitted to the Director of Student Services on the appropriate application form. Boundary exceptions are reviewed and approved prior to school beginning, once the enrollment in each building has been confirmed.

Criteria for acceptance:

- 1) Open enrollment in grades requested
- 2) Housing/relocation
 - a) Will be moving into sub-district
 - b) Moved outside of neighborhood school during the current school year—may remain for balance of school year only

Criteria for denial:

- 1) Enrollment--Classroom enrollment is at the capped number
- 2) Revocation due to habitual tardiness or absence—following protocol as established under Excessive Absences (pg. 12)
- 3) Special Needs--Special Education or English as a Second Language classes
- 4) Ongoing or reoccurring discipline issues

Classroom enrollment caps are set at 25 students for kindergarten and at 30 students for grades 1-4. If the class size reaches 5 less than the maximum limit for any classroom, no boundary exceptions will be approved.

Once a Boundary Exception has been approved, it will remain in effect for this student for the balance of his/her elementary school years. Each child in a family will need to apply for a Boundary Exception. In other words, if you have a child who currently or in the past attended a Boundary school, that doesn't mean that, a sibling, who will start in the current school year or later, will be automatically accepted. This approval will be dictated by the number of registered students for that grade level in that building. One Boundary Exception will be granted to a child unless the family moves and the new residence is in another Norfolk Elementary School boundary. A new Boundary Exception will need to be completed if the family wishes to remain in the Boundary Exception elementary school.

The school retains the right to reassign/revoke or deny any Boundary Exception for students or families through the provisions set forth in the Student Rights and Responsibilities for Norfolk Public Schools should tardiness/absence problems persist. This action may take place at the end of the first semester or at the end of the school year. These provisions may not apply to students who require English as a Second Language or Special Education programs.

BREAKFAST PROGRAM

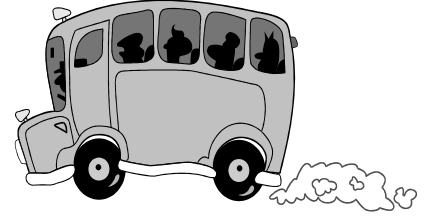
Bel Air, Grant, Jefferson, Lincoln, Washington, Westside and Woodland Park Elementary Schools will be offering a Breakfast Program.

The cost of the program will be based on Free/Reduced and Paid lunch applications. Students who qualify for FREE lunch will also receive a free breakfast. Students who qualify for REDUCED price lunches pay a reduced rate.

Please look for additional information on this program after school begins in **August 2021**.

BUSES

Transportation is provided for elementary students when their neighborhood school cannot adequately meet their educational needs, i.e. class size limits, or when special programs and services are required. During the time students are on the buses, they are required to conduct themselves appropriately (Board Policy 5506). If a specific problem persists, the child or children involved may lose the privilege of riding the bus. Please contact the building principal. Buses are the responsibility of the Supervisor of Buildings and Grounds and the Associate Superintendent. Questions regarding scheduling and routes should be directed first to the Supervisor at 402-644-2512 and then to the Associate Superintendent at 402-644-2500.



NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:

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

NOTE: The District designates Stanton County Sheriff Department for Woodland Park Elementary School.

CALLS TO POLICE: CRITERIA FOR ADMINISTRATORS

Nebraska State Statute, Section 79-293 requires the school principal to notify as soon as possible the appropriate law enforcement authorities of any act of a student which constitutes grounds for long-term suspension, expulsion or mandatory reassignment under Section 79-267, **AND** is a violation of the Nebraska Criminal Code. School district administrators will therefore notify local law enforcement officers in the event that any of the following 10 identified student violations occur. Parents will be informed by the building principal that such notice to the police has been made, as soon as is reasonably possible. (Board Policy 5413)

- | | |
|--------------------------------|--|
| 1. Violence | Use of weapon
Threat to safety of students/staff
Punches thrown by either party which constitute a substantial interference with school purposes |
| 2. Property Damages | Value of \$25.00 or more
Repeated violations of theft or damage under \$25.00 |
| 3. Personal Injury | Physical injury
Consider intent to injure and/or repeated offenses |
| 4. Threatening To Obtain Money | Clear extortion (succeeded in completing the transaction)
Repeated extortion attempts |
| 5. Weapons | Firearms or non-pocketknives
Other items intended to be used as weapons |
| 6. Controlled Substance | All incidences and/or imitations as outlined in law
Drug paraphernalia with drug residue |
| 7. Public Indecency | Exposing self (ages 12-19) |

- | | |
|-------------------------|--|
| 8. Sexual Assault | Any reported assault or attempted assault—1 st or 2 nd degree only |
| 9. Danger to Student | As stated in law
Fire code violations
Bomb threats |
| 10. Repeated Violations | As stated in law
i.e. harassment
intimidation |

CARE OF SCHOOL PROPERTY

Since all of us take pride in our school building, each person is expected to treat the building and its contents with respect. Everyone needs to exert effort to keep our school neat and clean.

Please remember these simple guidelines:

- ✓ All trash and “throw-aways” should be discarded in the containers provided for this use, which are found in each classroom and on the playground.
- ✓ Do not mark on desks or walls.
- ✓ Keep your feet off furniture and walls.
- ✓ Take care of all school equipment.
- ✓ Any student who damages, defaces or destroys school property or the property of others will face disciplinary actions and restitution must be made.
- ✓ Student textbooks are expensive and they represent a large taxpayer investment. Please take care of them. Students are financially responsible for damages or lost textbooks. Book covers should be used to prevent excessive wear and tear to the book.



COMPLAINT ABOUT SCHOOL DISTRICT PERSONNEL

The Norfolk Public School staff is committed to placing the needs of our students and their families first in our efforts to provide a quality educational program. However, if you encounter a conflict with any school personnel, we encourage you to resolve it directly with them or their immediate supervisor at the building level. If this is not successful, you may complete and file a “Complaint about School District Personnel” form with the Director of Student Services at the Central Administration Office (512 Philip Avenue). These forms are available from your child’s building principal or the Director of Student Services. Anyone filing such a complaint will be contacted by the Director Student Services within three (3) school days following receipt of the complaint to begin responding to their concerns. (Board Policy 4003)

CONDUCT AND DISCIPLINE

Good discipline is needed in the schools if an effective learning environment is to be developed. Students are expected to behave in an orderly and appropriate manner as listed in the district’s Rights and Responsibilities.

With these rights, students have the freedom and encouragement to express their individuality. That freedom cannot intrude upon or endanger the freedom of others, nor can it interfere with our teaching or other students’ learning. Disobedience or open defiance of school regulations or authority shall constitute sufficient cause for disciplinary action from temporary suspension of in-school privileges or after school detention, to suspension or expulsion from school.



Parents can assist in promoting good behavior by:

- 1) Supporting the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on the part of their child.
- 2) Maintaining an active interest in your child’s work. Make it possible for students to complete assigned homework by providing suitable conditions for study at home.
- 3) Checking both sides of the story before taking action.

Norfolk Public Schools operates under the assumption that children need and want discipline. As long as students know the rules and also know the consequences of breaking the rules, most will conduct themselves in an appropriate and acceptable manner.

CURRICULUM

The following subjects are taught in the elementary schools:

Art - An opportunity for children to be creative, expressive and to appreciate many forms of Art.

Language Arts – All grades K-4 will be using the program entitled WONDERS. This program encourages students to read to learn through the use of higher level thinking skills and using technology to enhance the reading process.

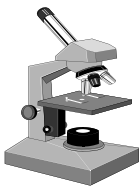


Norfolk Public Schools will use MAP Fluency Benchmarks three times per year in grades kindergarten through grade 4. MAP Fluency is a set of standardized, individually administered measures of early literacy development. The data from the assessment will be used to monitor the development of pre-reading and early reading skills.

Mathematics – Norfolk Public Schools uses the ENVISIONS Math program in grades ~~3rd K - and~~ 4th. This program encourages the development of math concepts. ~~There is an emphasis on hands-on activities in grade K-2.~~ The lessons include math fact practice, review of math concepts, and the development of new math concepts—with guided lesson practice, **and** independent practice ~~and daily homework~~.



Physical Education - As part of the total school curriculum, physical education offers an organized, sequential progression of activities that provide for the social, physical, intellectual, and emotional development of children and youth, through physical activity. The physical activity should, whenever possible, be pleasant and personally rewarding to the student. Our educational plan for all young people is to exercise their bodies daily so that their mind and bodies develop together. The physical education program is education for the constructive use of time, including leisure hours, in keeping fit and in enjoying physical forms of recreation both during the school years and throughout adult life.



Science – This program emphasizes developing an understanding and appreciation of basic scientific concepts from physical, life, earth, and space sciences.

Social Studies - The study of social relationships based on experiences drawn from history, geography, government, citizenship, career awareness, and human relations. Fourth grade emphasis is on Nebraska History.

Vocal Music – Music education in the Norfolk Public Schools should cultivate each child’s innate musical abilities and potential through sequential development of musical skills. It should also furnish challenging, enjoyable and creative musical experiences.



Programs which complement the basic curriculum areas include:

- Drug and Alcohol Awareness
- HAL Classes (**grades 2-4**)
- Computer Literacy/Instruction
- Health Services
- Library /Media Skills
- Orchestra for String Instruments (grade 4)
- Safety
- Special Education
- English Language Learners
- K-4 Elementary Guidance

DEMOGRAPHIC CHANGES

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

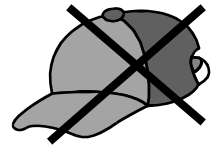
DRESS CODE



Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness is a desirable facet of the education process. Our public schools are sensitive to rapid changes in dress and grooming. **However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty, and decency.** In general, appearances that detract from the learning atmosphere cannot be permitted. Attending school is the prime responsibility of young people. It is hoped that students of Norfolk will take pride in their appearance and their school. The final decision rests with the building principal. (Board Policy 5101)

Student attire guidelines:

- Advertising of alcoholic beverages, tobacco, and illegal drugs is not permitted.
- Tank tops that are low cut and/or have skinny straps are not permitted.
- Two-piece outfits must touch at the waist. Bare midriffs are not permitted.
- Skirts and dresses are to be of appropriate modest length.
- Shoes must be worn at all times.
- Clothing usually worn as undergarments cannot be worn as outer garments, specifically boxer shorts will not be permitted.
- The wearing of caps or hats will not be permitted in the building.
- The wearing of jeans with holes, slashes or cuts will not be permitted if it departs from cleanliness, neatness, good taste, and decency.
- Walking shorts will be permitted. Cut-off sweats or shorts that depart from good taste, modesty, and decency are not permitted.
- Certain types of apparel may from time to time, due to its offensive nature, need to be designated as inappropriate.



Violators will be required to change and will be held responsible for time missed. These guidelines will be reviewed periodically.

EMERGENCY EXCLUSION

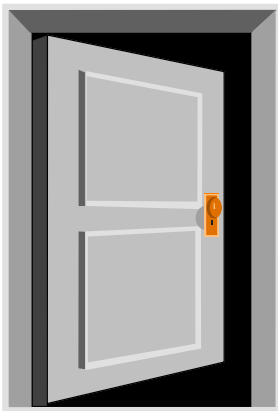
A student may be excluded from school in the following circumstances:

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

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

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

ENTRANCE REQUIREMENTS AND REGISTRATION



A child must reach the age of five years on or before July 31st of the current school year to be eligible to enter kindergarten in the public schools (Board Policy 5001). A child who reaches six years of age prior to January of the then-current school year, is required to be enrolled in school, according to Statute 79-201.

Parents must provide a copy of the child's birth certificate, or other proof of the child's correct age and a written explanation of why the birth certificate is not available. This documentation is needed in order to register any student.

For children born in Nebraska, a state-certified birth certificate may be obtained by sending \$17.00 to: **Bureau of Vital Statistics - Nebraska Department of Health and Human Services, Box 95065, Lincoln, Nebraska 68509-5065 or Nebraska Department of Health and Human Services, 209 North 5th, Norfolk, NE 68701 (402-370-3124).**

Information that needs to be sent with the \$17.00 is: Child's full name, birth date, city born in, county born in, hospital born in, father's full name and mother's full maiden name.

Whenever possible, student registration should take place at the child's neighborhood school. However, registrations can be received at Central Office in the Office of Student Services, should the neighborhood school be closed or occur after regular school hours. In all cases, if registration is completed by 12 noon on one day, the student may begin school with the start of the next school day. If registration occurs after 12 noon, then the student can begin classes on the morning of the second day following enrollment completion. This process allows for appropriate and timely student and family information to be entered into our school information system (i.e. class schedule, activities, hot lunch, etc.).

EQUAL TREATMENT OF STUDENTS

SENSITIVE TO STUDENT NEEDS:

It is the position of the Board of Education that all employees of the Norfolk Public Schools be sensitive to the needs of all students. The Norfolk Public Schools staff must continually strive to treat all students equally including those who have concerns or questions regarding controversial issues. Likewise, all students have the right (1) to attend school free of verbal and physical harassment, (2) to attend school where respect and dignity for all is enforced by the staff, and (3) to be included in all support programs or resources that exist to help students.

Procedures

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

- (1) Have the student contact one of the school counselors.
- (2) The counselor will provide the student help in obtaining information on professional assistance outside the school district including trained experts.
- (3) If a student believes their rights have been violated the matter will be sent to the building principal for further review and action if needed.

FIELD TRIPS

Throughout the school year classes may take field trips to locations of interest that the children have studied in the classroom. Examples of field trips that are taken would be: post office, airport, fire station and police station. Parents are asked to sign a permission slip in the fall of the year giving their permission for students to go on field trips. This permission slip is found on the cover page of this handbook. In most instances transportation for the field trips will be by school bus.



FINES

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

GRADING SYSTEM

Norfolk Elementary Schools will use the following marking system on the progress reports:

Academic Performance Levels for Proficiency Grading

ADVANCED	4 = Goes beyond with in depth inferences
PROFICIENT	3 = Performance at grade level target
APPROACHING	2 = Understands simple content
NEEDS SUPPORT	1 = Partial success with help
NO EVIDENCE	0

Academic Performance Level for Alpha Grading

Name	Score
A	94-100
B	86-93
C	78-85
D	70-77
F	FAIL
P	PASS

Grade reports to parents will be issued at the end of each quarter or nine-week session.

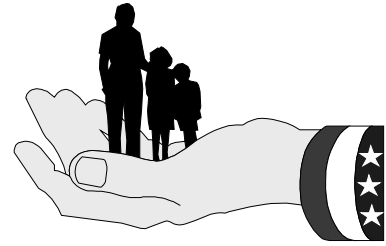
GUIDANCE AND COUNSELING SERVICES

All elementary school buildings have a part-time guidance counselor assigned to assist students. Elementary guidance counselors serve a variety of roles. They are available to students for individual and/or group counseling. They may assist teachers and parents in improving children's academic, behavior, and social difficulties in the educational setting. The counselors also provide classroom instruction on topics related to academic, career, personal and social development. School counselors collaborate with community resources and can offer assistance in connecting parents with those resources.

Student Assistance Teams (SAT) are available at each school to assist parents and teachers in addressing problems that interfere with student success. Parents are encouraged to contact the guidance counselor with educational concerns

Following are the names of the counselors at each building.

Bel Air	Monica Johnson	402-644-2539
Grant	Lisa Moreno	402-644-2545
Jefferson	Josi Johnson	402-644-2546
Lincoln	Josi Johnson/Tara Brtek/Jill Holcomb	402-644-2550
Washington	Tara Brtek	402-644-2557
Westside	Jill Holcomb	402-644-2561
Woodland Park	Suzanne Ames	402-644-2565



HARASSMENT POLICY (5401) FOR STUDENTS AND STAFF

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

A. Elimination of Discrimination.

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

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

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

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

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

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

1. Purpose:

The Norfolk Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

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

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

- Name-calling,
- Teasing or taunting,
- Insults, slurs, or derogatory names or remarks,
- Demeaning jokes,
- Inappropriate gestures,
- Graffiti or inappropriate written or electronic material,
- Visual displays, such as cartoons, posters, or electronic images,
- Threats or intimidating or hostile conduct,
- Physical acts of aggression, assault, or violence, or
- Criminal offenses

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

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

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

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

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination. The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

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

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

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

i. Level 1 (Investigation and Findings):

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

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation. The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the

evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

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

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

7. Preventive Measures: The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with antidiscrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

HEALTH SERVICES

Nurses promote good health habits. There are two part-time nurses in the elementary schools. All elementary nurses travel to various buildings depending on their schedule.

All vision, hearing and dental screening tests, weights and heights are completed by the school nurse. If there is a referral notice sent home to you from the results of any of these tests, please give it attention and feel free to call the nurse if there is a question.

If your child has a fever or vomits at home, please keep them home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they return to school.

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

The administering of prescription and/or nonprescription medications by school personnel is subject to the following conditions:

1. The medication must be left at the school office accompanied by a permission form signed by a parent or guardian. The permission forms are available at the respective schools.
2. All prescription medication must be in a container properly labeled with the child's name, doctor's name, medication name and directions for administering.
3. Non-prescription Medication- If a student must take a non-prescription medication during school, the following procedures are to be followed. Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry a medication with them during the school day.

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

Nebraska law requires that each K-12 student be immunized. **To be in compliance with the law, the following minimum immunizations are required before a student may enroll in school.**

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

Nebraska law also requires evidence of a physical examination by a qualified physician, physician's assistant, or nurse practitioner within six months prior to the entrance of a child into kindergarten and the seventh grade, or in the case of a transfer from out-of-state to any grade level.

Nebraska State Statute requires students entering kindergarten (or first grade, if not enrolled in kindergarten) to provide evidence of a vision evaluation within six months prior to entry. This requirement also applies to out-of-state transfers to any grade.

HAL (High Ability Learner) Program

What is the HAL (High Ability Learner) Program?

The HAL Program consists of a number of different opportunities that allow intellectually gifted and creatively talented students to experience a differentiated curriculum.

Who is eligible for HAL Program activities?

The criteria for the HAL program is two scores of 92nd Percentile or greater in two content areas of the MAPs Assessment. Students that score close to this but below the qualifying scores may have the opportunity to take the CogAt test, which gives them another opportunity to enter into the HAL program.

What opportunities are provided through the HAL Program?

At the elementary level, high ability activities are offered to students in their qualifying area of strength. The HAL teachers plan lessons that emphasize leadership, creativity, and problem solving through collaborative small group work in pull-out classes.

How does HAL affect my child's placement?

HAL students remain in heterogeneous classrooms but will participate in HAL groups during the week.

What do I do if I would like my child to be considered for the HAL Program?

The recommendation process begins with the classroom teacher. Please visit with her/him and a review process may be initiated if appropriate.

HOMELESS STUDENTS POLICY

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

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

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

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

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

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

HOMEWORK POLICY (6240)

Norfolk Public Schools believes that homework contributes to the development of our students by building responsibility, self-discipline, academic achievement, and lifelong learning habits, when it has a clear academic purpose that is focused on learning targets. Norfolk Public Schools also values our partnership with parents and believes that strong family involvement is critical to student success. Teachers' professional judgment should be utilized when determining the amount and type of homework assigned, based upon grade level, developmental appropriateness, course, and purpose. The amount of homework will increase gradually from elementary to senior high school. The intent is for students to engage in meaningful homework assignments that strengthen skills, apply concepts, review knowledge, and/or practice procedures based upon the learning targets introduced during the school day.



INDIAN EDUCATION

The Title VI Indian Education Program, serving K-12 students, offers tutoring, home-school communication and coordination. If a student, parent or grandparent is an enrolled member of a Native American tribe, please fill out the Student Eligibility form available from your school principal or Central Office (512 Philip Avenue). For additional information, or assistance for Native American students, contact the Title VI Home/School Liaison, 644-2500 ext. 1132.

INSTRUCTION

Parental/Community Involvement in Schools--6400

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 the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare 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

Title I Parental Involvement Policy--6410

This Title I Parental Involvement Policy is established in compliance with the Every Child Succeeds Act (ESSA). Norfolk Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Norfolk Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement

It is the expectation of Norfolk Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring--(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Building the schools' and parents' capacity for strong parental involvement.
- D. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.

- E. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
- F. Involving parents in the activities of the schools served under Title I.

Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement

As a component of the District’s parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards. Such compact shall—(1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate

and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility

In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Every Student Succeeds Act of 2015 will be followed for the 2021-2022 school year.

INSURANCE

The Norfolk Public Schools will send home information about a group insurance program early in the school year. Parents may purchase insurance for their children if they so desire. The school district **does not** provide any health or accident insurance for our students.

Computer

Internet Safety and Acceptable Use Policy—6800

A. Internet Safety Policy

It is the policy of Norfolk Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent 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) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) 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 cyber bullying 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. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

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 that 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.

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 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.

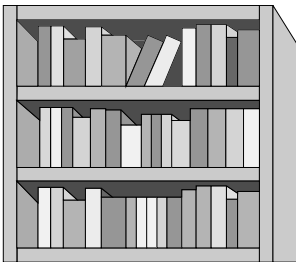
The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of 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
 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)

LIBRARY

The majority of library books cost between ten and twelve dollars and we expect children to give the best care to books.



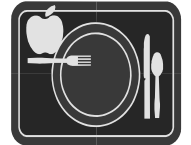
A child may check out a book from the library for a week. If **they** does not have it read at the end of a week, **they** may renew it for another week. **They** may have a second renewal at the end of the second week, but **they** should return it to the library at the end of three weeks. ~~If he keeps it longer, there is a fine of five cents per day.~~

It is the policy of the Norfolk Public Schools to charge pupils for damage to or for unreasonable use of books and to charge a replacement fee if the book is lost. ~~If fines are unpaid, report cards will be withheld until payment is complete.~~

LUNCHES

The Norfolk Public Schools operates a hot lunch program in all schools. Please refer to the cover letter on the Free and Reduced Lunch packet for the **2021-2022** lunch prices. Each student's lunch money is "deposited" into his or her own lunch account. If there are no funds in the lunch account;

- An automated phone call and e-mail will be sent to the students contact information informing the guardian(s) that their students account is now in the negative.
- An automated phone call and e-mail will be sent to the students contact information informing the guardian(s) that their students account is now showing a \$10 or more negative balance. Additional contact by the student's school will also occur.
- An automated phone call and e-mail will be sent to the students contact information informing the guardian(s) that their students account is now showing a \$20 or more negative balance and additional charges will be suspended until the entire negative balance is cleared. Additional contact by the student's school will also occur. Students who have accounts in this status will still have the option of bringing a sack lunch or will be offered an alternative meal by the school. This still allows the students to receive a lunch each school day and not be forced to go without. Alternative meal charges will not be assessed against the students account



Each month's menu will contain the weekly nutritional average of fats and calories. New food items will be highlighted monthly. Menus will appear regularly in the Norfolk Daily News as well as being announced on the Norfolk radio stations.

Families with limited income can apply for free or reduced price meals for their children. Letters and applications are sent to every family in the fall, explaining the application process to receive free or reduced price school lunches. For additional information, contact the Director of Business Services (402-644-2500).

Students may bring a sack lunch that has been prepared at home. However, lunches purchased from fast food vendors and brought to the children are discouraged. Supervision is provided during the lunch hour for students remaining at school. **If your child is late for school, but plans to eat a school hot lunch, please call by 9:00 a.m. so the child can be included in the lunch count.**

Nondiscrimination Statement

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

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

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

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

MONTESSORI

The Norfolk Public School District offers a kindergarten through 4th grade Montessori Program at Lincoln School. The Montessori program provides parents with a choice for their child's education. The subjects and curriculum meet district and state standards. The primary difference is in the manner of presentation, timing of material presentations and the classroom materials themselves.

The Montessori Method of education is a balance of structure and freedom that gives children in their formative years a strong basis for developing the learning skills that will take them into later education and adulthood. These skills include: time management, cooperative learning, care of materials, project completion, and lesson progression based on teacher observation. Children in a Montessori classroom are exposed to academic areas early on, through manipulative materials and are provided with real life, concrete experiences. The child's academic progress is closely observed and tracked by the teacher.

Norfolk Public Montessori kindergarten has the following enrollment guidelines:

1. Student must be age five by July 31 of the current year of enrollment.
2. Each kindergarten classroom is capped at 25 students.
3. The family's intent is to attend NPS Montessori program through grade four.
4. New students are only accepted at the kindergarten entry level. **If an opening should occur between the 1st day of school until the end of the first quarter, students on the alternate list will be contacted in order, with the option to fill this vacancy.**

Completed kindergarten applications must be made to the principal prior to April 1st.

Each completed application made on April 1st or after will be considered after completed applications have been processed based on the above criteria. To ensure enrollment in Norfolk Public Schools, please also enroll your student in their neighborhood school.

The **2021-2022** school year, kindergarten applications for the Montessori program will be approved in the following order:

1. Kindergarten applicants who have a sibling currently enrolled and attending the K-4 Montessori program will be approved first—provided they have completed and filed an application by April 1 of the current year of enrollment.
2. The names of all other prospective students who have a completed application on file will have their names placed on a list. Names will be drawn in an unbiased fashion to determine participants and alternates.

NOTE: The 2014-2015 enrollment guidelines related to siblings will continue to be followed for families who enrolled a student at Montessori under those earlier guidelines. The new enrollment guidelines related to siblings apply to new families, starting with the 2015-2016 school year.

MULTICULTURAL POLICY

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

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

To promote and support multicultural education within the Norfolk Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society. (Policy 6310)

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

PARENT-TEACHER CONFERENCES

One of the vital links in a complete communication between parents and the school is through parent-teacher conferences. Special time is scheduled in the fall and in the ~~spring~~ **winter** during which teachers and parents can discuss the progress and problems of the students. If the need becomes evident at any other time, a conference can be scheduled. Parents are encouraged to call their child's teacher any time they have questions or want to meet to discuss their child's performance.



PARENT-TEACHER ORGANIZATIONS

An important part of school is the local parent teacher organization. These units are noncommercial, nonsectarian and nonpartisan. They welcome into membership parents, teachers and all other citizens interested in the welfare of youth.

Generally a meeting is held once a month and the programs are planned to provide a better understanding of the problems confronting children both at home and in the school. As parents, you are invited into membership in this community organization and welcomed into its activities.

POLICE INTERVIEWS

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

PROMOTION AND RETENTION

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program, when such is determined in the judgment of the principal, in consultation with the student's parents, teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program. (Board Policy 5201)

READING IMPROVEMENT ACT (Policy 6213)

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Improvement Act. A student who is identified as having a reading deficiency pursuant to the Reading Improvement Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improve Act shall prohibit the district from identifying any other student as having a reading deficiency.

SAFETY

For each student's safety, generally all but one door to each school will be locked. Typically, the front door will be unlocked. A sign will be posted noting which door is open.

When students are coming to school and returning home, roller blades, skateboards, bicycles and scooters, including gas or electrically powered, present a hazard to the rider, motorists and student pedestrians. Please be alert during these times.

Fourth grade students will be selected for school patrol at specified crossings. The purpose of the program is to provide assistance for the school children's safe crossing at the intersections. The patrol's appearance on busy corners serves to direct children traffic rather than vehicle traffic. Written permission is required for a student to serve in this capacity.

We have the following guidelines in our continuing effort to improve safety. It might be helpful for you as parents to go over these suggestions with your child to make sure he understands them.

1. Walk your bike or scooter on school grounds.
2. Carry your skateboard and/or rollerblades once you are on school grounds.
3. Ride by yourself with no big bundles. Another person or large packages on your bike can block your vision and throw you off balance.
4. Keep your bicycle under control - no tricky steering, weaving or racing.
5. Stay on the right side of the street, close to the curb. Move with traffic and watch for parked cars turning out or car doors opening suddenly.
6. Ride your bike in single file when riding with others. Follow a full bike's length behind.
7. Steer with both hands on the handle grips except to signal when turning, stopping, or leaving the curb.
8. Come to a dead stop at all stop signs, yield signs, and red or amber traffic lights.
9. Cross only at intersections.
10. Stop, look, and listen before entering a street from a sidewalk, driveway or alley. Drivers may not see you.
11. Be ready to put on the brakes at intersections. Get off and walk your bike across the streets.
12. Let people on foot and other vehicles go first when they are about to cross in front of you.
13. It is recommended that kindergarten students do not ride bicycles to school.





SCHOOL CLOSING/CANCELLATION

Prior to school dismissal in the event of severe weather, hail storm, tornado or blizzards, students will be kept in the school building until the storm subsides or until arrangements have been made for the students to be picked up.

For school closing, PLEASE DO NOT CALL SCHOOL PERSONNEL. Listen to Norfolk radio stations WJAG 78.0 AM; KIXS 106.7 FM; KNEN 94.7 FM; US92 FM or KUSO 92.7 FM. Families will also receive an electronic message to their contact telephone number.

SCHOOL HOURS

School is in session from **8:05 a.m.** to **3:15 p.m.** for grades kindergarten through grade 4.

Please be aware of the following times that govern the school day:

7:50 a.m.—Supervision begins

8:05 a. m.—Student is tardy

3:15 p.m.—School dismissal



The school playground is supervised during scheduled lunch periods. We ask that all students leave the playground areas promptly at school dismissal. If children wish to return they may do so after 4:00 p.m. There is no supervision of the school grounds before 7:50 a.m. or after 3:25 p.m. **If a student is not picked up by 3:50 p.m., and parents or emergency contact person cannot be reached, law enforcement may be called.**

Children should inform their parents if it is necessary for them to remain after school. Children will be dismissed by 4:00 p.m. unless special arrangements have been made with the parent.

Parents who utilize private daycare agencies are encouraged to have those agencies pick up their children within 10 minutes of school dismissal time.

LEAVING THE BUILDING

Any student who must leave the building for any reason must check out with either the principal’s secretary or the school nurse. Parents must notify the principal’s secretary, with a reason, prior to the student checking out. Students will not be excused without parent notification and it will ensure the safety of the student if parents will pick their child up from the office/nurse area. We ask that every attempt be made to conduct personal business outside of school hours. Students who leave the building without checking out, or students who leave without prior parental approval or notification will be considered truant and subject to disciplinary action. Students are also required to check in with the office upon their return to school.

If a student is absent from school for 90 minutes or more in any half day of school-excluding noon recess and lunch-that student will be counted absent for that half-day.

TARDIES



Students who are tardy to school must report to the office before going to their classroom. Student tardies are recorded as part of their attendance and are also listed on Infinite Campus. On the fifth tardy, and each ensuing tardy, the student will make up the time at the discretion of school officials. Parents will also receive **written notification of any tardies** exceeding **five** in any semester.

TRUANCY

Students will be considered truant if they:

1. fail to report to school and do not have an acceptable excuse
2. leave the building/grounds without checking out at the office

Nebraska State Statute 79-201 requires school officials to investigate and report cases of habitual truancy to the county attorney. School Board Policy 5008 outlines specific procedures for school officials to follow in regard to their investigation and reporting of truant students-

SPECIAL EDUCATION

What is “special education?” Special education refers to “specially designed instruction or support for students with verified disabilities.”

Which persons are entitled to a special education? School districts in Nebraska provide an education for individuals with disabilities from birth through 21, or program completion.

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

How does a child qualify for a special education program?

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

STAFF QUALIFICATIONS (NOTICE CONCERNING):

The Every Child Succeeds Act gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Norfolk Public Schools will give parents the following information about their child's classroom teacher:

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

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

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

STUDENT FEES POLICY

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

- (1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- (2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable.
- (3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- (4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (5) Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.
- (6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.
- (7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.
- (8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will received one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.
- (9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.
- (10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities,

programs, and services. The District's policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

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

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

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

Date of Adoption: March 9, 2015

Date of Reaffirmation: September 14, 2015

Date of Revision: March 14, 2016

Date of Revision April 11, 2016

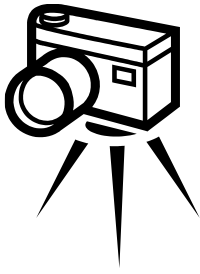
Date of Revision: April 10, 2017

Date of Revision: April 9, 2018

Date of Revision: April 8, 2019

Date of Revision:

Activity	Elementary (4th)
Orchestra (Lesson/Method Book)	\$12/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Summer School Fee	\$20



STUDENT PHOTOS/VIDEOS

Students may periodically be photographed or videotaped by the media for print in local or regional publications or school websites, and their names may be released to the media to accompany these photographs or videos, unless parents specifically request in writing to the building principal that their student(s) should not be included.

STUDENT RIGHTS AND RESPONSIBILITIES--SCHOOL POLICY 5101

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

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia (except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-a-likes. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

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

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

III. ATTENDANCE POLICY

- A. Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur **whether excused or unexcused**. Building administrators establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR: SUSPENSION OR EXPULSION

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

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

1. Circumstances warranting short-term suspension:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts.
- b. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
- c. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education. Some **objectionable activities or behavior** which could result in short-term suspensions are as follows:
1. **Refusal to comply with reasonable standards of behavior established by teachers or building administrators.**
 2. **Use of abusive or profane language.**
 3. **Fighting.**
 4. **Willful truancy or willful and repeated tardiness.**
 5. **Vandalism, theft or pilferage of property belonging to the school district, staff members or students.**
 6. **Engaging in the unlawful possession, being under the influence of, selling, dispensing, or use of an illegal substance, tobacco or alcoholic beverage.**
 7. **Committing any other act or becoming involved in any other activity which causes a disruption in the normal educational opportunity for other students.**

- d. If the student's conduct presents a clear threat to the physical safety of himself/herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- e. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska law.

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified; the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon as is reasonably possible.
- e. Such suspension may be either "in-school," where in a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where in a student is not permitted to be present on school property. In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.
- f. Opportunity will be given students so suspended to make up work missed.
- g. If the building administrator (Principal) makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Director of Student Services. The appeal must be filed with the Director of Student Services within 5 school days of the receipt of the written notice by the student or the students' parent or guardian. The Director of Student Services shall review the incident and the disciplinary action imposed by the building administrator. The Director of Student Services shall inform the parent or guardian of his/her decision within three calendar days from the date the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services.

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

1. Length of expulsions for regular and special circumstances

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

- c. **Special Circumstances involving firearms.** Expulsion period not less than one calendar year.
2. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
 - c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - e. Knowingly or voluntarily to bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles.

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

The term “destructive device” means

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

- k. Continuation of disruptive activities which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.
- 3 Procedure for long-term suspension/expulsion: The procedure shall be the same as that of short-term suspension except as follows:
- a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
 - b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian, and by regular mail to the student.
 - c. Such written notice shall include the following:
 - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 - (2) The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 - (3) A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 - (4) A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (5) A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
 - d. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
 - e. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
 - f. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
 - g. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.
4. Alternative Education Program During Expulsion

- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined in Section A.1.c. above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

ELEMENTARY SCHOOLS CODE OF CONDUCT-POLICY 5101B

This is the guide used by Norfolk Public Schools to conduct administrative disciplinary action and has been approved by the Board of Education. The Code of Conduct allow for interpretation by the administrative team due to circumstances and the severity of the incident.

Student Conduct Expectations. Student are not to engage in conduct which cause or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, wellbeing or rights of other students, staff, or visitors.

Assaults/Fighting

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
A1	Assault on student without injury	ISS/OSS 1-3 days Notify parents, may notify police.	ISS/OSS 1-3 days Notify parents, may notify police.	OSS 3-10 days Notify parents & police.
A2	Assault on student with injury	OSS 1-3 days Notify parents & police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents & police. Possible recommendation for expulsion.	Recommendation for expulsion. Notify parents & police.
A3	Assault on school personnel, with or without result of injury	OSS 1-19 days Notify parents & police. Possible recommendation for expulsion.	Recommendation for expulsion.	
A4	Fighting	Detention/ISS/OSS 1-3 days Notify parents, may notify police.	Detention/ISS/OSS 5-10 days. Notify parents & police.	Detention/ISS/OSS 5-19 days. Notify parents & police. Recommendation for expulsion.

Additional Information:

- The level of violence may affect the length of the suspension.
- If both students throw “punches”, both are considered to have fought and using self-defense is not a defense.
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.
- Mediation (peer or adult assisted) may be a condition of a student’s suspension.
- Anger management sessions with a school counselor may be a condition of a student’s suspension.

Threats/Intimidation

(The nature of the threats may affect the length of the suspension)

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
A5	Threats, intimidating, or menacing another student	Detention/ISS 1 day Possible OSS Notify Parents.	ISS/OSS 1-3 days Notify parents, may notify police.	OSS 3-15 days Notify parents, may notify police.
A6	Threats, intimidating, or menacing school personnel	ISS 1-3 days Possible OSS Notify parents.	OSS 1-15 days Notify parents, may notify police.	

A7	Swearing at school personnel	Detention/ISS 1-3 days	ISS/OSS 1-5 days	OSS 5-15 days
A8	Initiating a real threat on the school, (i.e. bomb threats, etc.)	OSS 1-15 days Notify parents, police, and/or fire marshal.		

Weapons, Firearms, Nuisance Items

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
B1	Weapon	Possible Detention/ISS/OSS 1-15 days. Retain the object. Notify parents, may notify police.	ISS/OSS 1-15 days. Retain object. Notify parents & police.	OSS 1-15 days Possible recommendation for expulsion.
B2	Firearm	Mandatory 1 calendar year expulsion		
B3	Nuisance or dangerous items; stink bombs, squirt guns, snowballs, etc.	Detention/ISS/OSS 1-3 days. Notify parents. Item will be confiscated.	Detention/ISS/OSS 1-3 days Notify parents. Item will be confiscated.	OSS 3-5 days Notify parents. Item will be confiscated.

From the **Students Rights and Responsibilities in Norfolk Public Schools:**

Weapons

Students are forbidden to:

- Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other **dangerous weapon** in school, on school grounds or at a school function off school grounds.
 Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols (whether or not they are capable of expelling a projectile) see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles.
- Knowingly possess, handle or transmit any object or material that is ordinarily or generally considered a **firearm**.
 The term “**firearm**” as described in 18 U.S.C. 921 means
 1. any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive. [This would include rifles, pistols and shotguns.]
 2. the frame or receiver of any such weapon;
 3. any firearm muffler or firearm silencer;
 4. any destructive device. Such term does not include an antique firearm.
 The term “**destructive device**” means
 1. any explosive, incendiary, or poison gas such as a (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge of more than one-quarter ounce, (e) mine, or (f) device similar to any of the devices described in the preceding clauses;
 2. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
 3. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph 1. or 2. And from which a destructive device may be readily assembled.

***It is not a defense to a charge of bringing a weapon to school or possessing, handling transmitting or using a weapon at school, on school grounds, or at a school function off school grounds that the student did not intend to hurt anyone or that the weapon did not belong to them.

Drugs, Alcohol

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
C1	Possession, under the influence of and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike imitation “Under the influence” means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 1-19 days Notify parents & police. Refer to counselor for substance abuse intervention. Possible recommendation for expulsion.	Recommendation for expulsion.	
C2	Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.	OSS 5-19 days Notify parents and police. Possible recommendation or expulsion.	OSS 10-19 days Recommendation for expulsion.	Recommendation for expulsion
C3	Possession or sale of drug paraphernalia.	OSS 1-19 days Notify parents and police. Possible recommendation for expulsion	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.	Recommendation for expulsion.

Robbery, Extortion

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
D1	Robbery (use of force or fear)	OSS 1-5 days. Notify parents & police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents & police. Recommendation for expulsion.	
D2	Extortion	ISS 1-3 days Notify parents.	ISS/OSS 1-5 days Notify parents, may notify police.	OSS 3-5 days Notify parents & police. Possible recommendation for expulsion.

Fire Setting, Arson, Graffiti

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
E1	Fire setting, arson	OSS 5-19 days Notify parents, police & fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.	
E2	Graffiti or causing damage to school property or private property.	Detention/ISS/OSS 1-3 days Notify parents & police. Reimburse for loss. Possible recommendation for	ISS/OSS 1-5 days Notify parents & police. Reimburse for loss. Restitution for damaged property.	OSS 1-19 days Notify parent & police. Reimburse for loss. Possible recommendation for

		expulsion. Restitution for damaged property.		expulsion. Restitution for damaged property.
E3	Signaling false fire alarm. Tampering with/misuse of defibrillators, fire extinguishers or any dangerous/emergency equipment.	ISS/OSS 1-5 days Notify parents, police & fire marshal. Reimburse district for loss. Possible recommendation for OSS/expulsion. Restitution as required.	OSS 5-19 days Notify parents, police & fire marshal. Reimburse district for loss. Possible recommendation for expulsion. Restitution as required.	Recommendation for expulsion.

Theft

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
F1	Theft or attempted theft of school or private property	Teacher/Intervention/ Detention/ISS 1-3 days Notify parents, may notify police. Reimburse for loss.	Detention/ISS/OSS 1-5 days Notify parents, may notify police. Reimburse for loss.	ISS/OSS 1-15 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.
F2	Wrongful possession of school or private property.	Teacher/Detention/ISS 1-3 days Notify parents, may notify police.	ISS/OSS 1-5 days Notify parents, may notify police.	OSS 5 days Notify parents, may notify police.
F3	Knowingly receiving stolen school or private property	Teacher/Intervention/ Detention/ISS 1-3 days Notify parents, may notify police. Reimburse for loss.	ISS/OSS 1-5 days Notify parents & police. Reimburse for loss.	OSS 5-10 days Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.

Tobacco, Lighters/Matches

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
G1	Use of lighters, matches or tobacco products (dipping, smoking, e-cigarettes, vapor products, etc.)	ISS/OSS 1-3 days Notify parents, may notify police. Confiscate items(s).	OSS 3-5 days Notify parents & police. Confiscate item(s).	OSS 5 days Notify parents & police. Confiscate item(s).
G2	Possession of matches, lighter, or tobacco products (dipping, smoking, e-cigarettes, vapor products, etc.)	Detention/ISS 1-3 days Notify parents, may notify police. Confiscate item(s).	ISS/OSS 1-5 days Notify parents & police. Confiscate items(s).	OSS 5 days Notify parents & police. Confiscate items(s).

Harassment

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
H1	Written or oral harassment: Including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body or a sexual nature of racial background.	Conference with administrator. Detention/Possible ISS/OSS 1-3 days. Notify parents, may contact police. Student contract may be developed and signed.	ISS/OSS 1-5 days Notify parents, may contact police. Conference with administrator. Written action plan developed. Student contract developed and signed.	OSS 1-5 days Notify parents, may contact police. Conference with administrator. Written action plan developed.
H2	Visual harassment: Inappropriate photographs/videos on	Conference with administrator. Detention/ISS/OSS 1-3 days	ISS/OSS 1-5 days Notify parents.	OSS 1-5 days Notify parents. Conference with administrator.

	personal device (including taking pictures/video of staff or students without their explicit consent), offensive posters, photos, cards, cartoons, graffiti, drawings, objects or gestures (public display of affection) & locker décor	Possibly notify parents.	Conference with administrator.	
H3	Physical harassment: Intentional or obvious unwelcome or offensive physical contact	Conference with administrator. Detention/ISS/OSS 1-3days Possibly notify parents.	ISS/OSS 1- 5 days Notify parents, may notify police	OSS 1-19 days Notify parents & police. Possible recommendation for expulsion.
H4	Sexting: Possession of, sharing, or sending sexually explicit photographs via cell phone or other electronic devices.	ISS/OSS 1-19 days Notify parents & police.	OSS 1-19 days Notify parents & police.	

****Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility. The victim of any harassment incident may take action beyond the scope of building discipline.

Violations of School Rules

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
I 1	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request.	Teacher intervention. Detention/ISS 1-3 days. May OSS 1-3 days Notify parents. Conference with administrator.	Detention/ISS/OSS 1-3 days Notify parents. Conference with administrator. May develop a plan.	ISS/OSS 1-5 days Follow the plan developed. Notify parents. Conference with administrator.
I 2	Disruption of school activities, (i.e. horseplay, play fighting, misuse of passes, etc.)	Possible detention.	Detention/ISS 1-3 days. Possible OSS 1-3 days. May develop plan. Notify parents.	ISS/OSS 1-5 days. Notify parents. Follow the plan.
I 3	Disruption while in ISS	Possible OSS for the remaining days of suspension. MAY re-serve ISS the following day.	Possible OSS for the remaining days of the suspension.	OSS for the remaining days of the suspension plus additional days of suspension added.
I 4	Use of electronic devices (i.e. cell phones, cameras, CD/tape players, radios, laser pens, etc.) Prior approval for educational purposes is exempt.	Teacher conference with student about appropriate use of electronic device.	Teacher conference with student about appropriate use of electronic device. Teacher contacts parents about inappropriate use of electronic device.	Confiscate device and get to administration office OR send student to the office with device.
I 5	“NO SHOW” to a before or after school detention assigned by an administrator.	Warning/Detention time doubled for “NO SHOW”. Notify parents.	May ISS 1 day and/or serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.
I 6	Lunchroom misconduct	Detention/ISS lunch Supervisor may assign student alternative seating in the lunchroom.	Assigned seating/suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/suspension from the lunchroom 1-10 days. Notify parents. Additional infractions will result in student’s loss of lunchroom privileges.
I 7	Inappropriate/Fraudulent use of school phone,	Detention. Possible ISS/OSS 1-3 days	Possible ISS/OSS 1-3 days	Possible ISS/OSS 1-5 days

	computers, or electronic devices	Notify parent, may notify police. Loss of privileges for 1-4 weeks.	Notify parents, may notify police. Loss of privileges for the remainder of the quarter.	Notify parents, may notify police. Loss of privileges for remainder of the semester.
I 8	Buying or selling food, drinks or any other unauthorized material, including inappropriate/unauthorized use of student ID number	Conference/Detention Notify parents.	Detention/ISS 1-3 days Notify parents.	ISS/OSS 1-3 days Notify parents.
I 9	Falsifying or altering signatures; misrepresenting or calling self in	Conference with administrator. Notify parents. Possible Detention/ISS 1-3 days	ISS 1-3 days Notify parents.	OSS 1-3 days Notify parents.
I 10	Gambling in any form; pitching coins, dice, wagering with cards, etc.	Detention/ISS 1-3 days Conference with administrator. Notify parents.	ISS 1-3 days Notify parents.	OSS 1-3 days Notify parents
I 11	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents will pick up item at the end of the day. Possible Detention/ISS 1-3 days.	Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days.	Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days.

Truancy/Loitering

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
I 12	Truancy	Possible detention. Notify parents.	Possible Detention/ISS 1-3 days. Conference	Possible Detention/ISS 3-5 days
I 13	Truancy 1/2 to full day	ISS 1-3 days Notify parents.	ISS 3-5 days Conference	OSS 1-3 days Parent conference with administration. Police may be contacted.
I 14	Unauthorized entry into any unsupervised school area	Conference with administrator. May ISS 1-3 days. May notify parents	Detention/May ISS 1-3 days Possible OSS 1-3 days Notify parents, may contact police.	ISS/OSS 1-5 days Notify parents.
I 15	Loitering	Conference with administrator. May issue detention.	Detention/ISS 1-3 days Notify parents.	ISS 1-3 days Notify parents.
I 16	Leaving school without following procedure	Possible ISS/OSS 1-3 days Conference with administrator. Notify parents & police	Possible ISS/OSS 1-5 days Notify parents & police	ISS/OSS 3-5 days Notify parents.

Miscellaneous Violations

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
I 17	Unprepared for class	Conference Teacher notifies parent.	Conference/Detention Teacher notifies parent.	Student/Teacher contract. Teacher notifies parent. Student and/or parent conference with team. Develop written plan of action.
I 18	Cheating	Teacher notifies parent & administration. Student may make-up an alternate	Teacher notifies parent & administration. Student may make-up an alternate	Teacher notifies parent. Conference with administration.

		assignment/assessment at a time convenient for the teacher.	assignment/assessment at a time convenient for the teacher. Parent & teacher conference with administration.	
I 19	Violation of other school rules & regulations. (i.e. eating food outside the cafeteria, bringing pop into the building, etc.)	Warning issued to student. Administration may confiscate and retain items. Notify parents.	Detention 1-3 days Administration may confiscate and retain items. Notify parents.	Detention/ISS 1-3 days Administration may confiscate and retain items. Notify parents.
I 20	Returning to campus or school property while serving an out of school suspension	1 additional day will be added to the length of the suspension. Police may be contacted.	1-3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension Police will be contacted.
I 21	No show for a teacher detention.	Consequences as assigned by the teacher. Teacher will contact parent.	Consequences as assigned by the team/teacher. Teacher will contact parent.	2 Office Detentions + original detention to be served with teacher. ISS 1-3 days. Teacher will contact parent.
I 22	Misbehavior for a guest teacher	Detentions or consequences as assigned by the teacher. Teacher will contact parents.	Conference with administrator. Teacher notifies parent. Office detention/possible ISS 1-3 days Additional consequences may be administered by teacher.	Possible ISS Parent conference. Additional consequences may be administered by teacher and administrative team.
I 23	Bus behavior Additional consequences apply for repeated incidents after 3 rd intervention.	Warning/Conference/Parent phone call. Assigned seating. Possible detention.	Parent phone call. Possible removal from bus 1-7 school days. Possible Detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent phone call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I 24	Dress Code	Warning. Clothing changed or corrected.	1-3 detentions possible. Clothing changed or corrected.	ISS 1-3 days Clothing changed or corrected.
I 25	Continual violation of school rules	Parent conference with administrator. Possible ISS/OSS 1-3 days.	Parent conference with administrator. Possible OSS 3-5 days.	Parent conference with administrator. Possible OSS 5-10 days.

STUDENT TRANSFERS

Students transferring from other school districts will be classified temporarily in the grade in which they state they belong. After their records are received any necessary adjustment will be made.

If a child's parents move from one elementary school sub-district within Norfolk to another, such child shall be permitted to attend either school for the remainder of that school year once a Boundary Exception form has been completed. **If the child wishes to remain in the original school after that year, a new Boundary Exception application must be made (refer to Boundary Exceptions).**

If parents move out of the Norfolk Public School district boundaries:

- 1) students may transfer to the school district in which they reside
- 2) parents may apply for the Enrollment Option Program and if both districts approve, the student may option to stay in the Norfolk Public Schools.

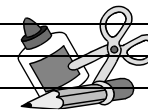
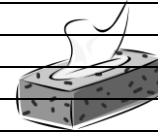
STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is need to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safekeeping. Even then, the school is not in a position to guarantee that the student’s property will not be subject to loss, theft, or damage.

SUPPLIES FOR STUDENTS (RECOMMENDED)

Grade Level	Recommended Supply List	
Kindergarten	2 boxes of crayons (24 count)	
	1 4 oz. bottle of Elmer’s glue	
	2 large boxes of facial tissues	
	12 #2 wooden pencils (orange or yellow)	
	1 pair of Fiskar scissors	
	1 large book bag	
	1 wide-ruled spiral notebook	
	10 glue sticks	
	Headphones	
	1 pencil box	
	2 soft pink erasers	
	1 package of fine tip Expo markers	
	Disinfecting wipes	
	1 8 oz bottle hand sanitizer	
	First	2 boxes of crayons (24 count)
		24 #2 wooden pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)
		1 set of Headphones (over the ear)
2 Expo markers		
2 large pink eraser		
5 Elmer’s glue sticks		
1 pair of Fiskar scissors		
2 large boxes of facial tissues		
1 school box (standard size 5” x 8”)		
4 folders with 2 pockets, red, blue, green and yellow		
1 plain, colored spiral notebook (70 count wide-ruled)		
2 containers disinfectant wipes		
+ 2 - 8 oz bottle hand sanitizer		
Second		2 box of Crayons (24 count)
	24 #2 wooden pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)	
	2 large pink or green erasers	
	Disinfectant wipes	
	Headphones	
	1 8 oz bottle hand sanitizer	
	1 pair of Fiskar scissors	
	1 4 oz. bottle of Elmer’s glue (for Art projects)	
	2 large boxes of facial tissues	
	1 pencil box	
	4 folders with 2 pockets (without clasps)	
	6 glue sticks	
	2 red pens	
	4-6 dry erase markers	
3 wide-ruled spiral notebooks		
Third	1 box of Crayons (24 or 36 count)	
	36 #2 wooden pencils (Ticonderoga preferred)	
	1 set of headphones	

	1 box of zip-lock bags (any size)
	2 large pink erasers or pencil top erasers
	1 pair of Fiskar scissors
	1 4 oz. bottle of Elmer's glue (for Art projects)
	2 large boxes of facial tissues
	1 small school box
	5 folders with 2 pockets red, yellow, blue, purple, green
	150 count loose leaf wide-lined notebook paper
	1 box of 12 colored pencils
	4 Glue Sticks
	3 spiral wide-ruled notebooks
	3 red correction pens
	6 dry erase markers
	1 large book bag
	2 yellow highlighter
	1 8 oz bottle hand sanitizer or disinfecting wipes
Four	150 count loose leaf wide-lined notebook paper
	36 #2 wood pencils (Ticonderoga preferred)
	5 plastic folders with 2 pockets No Metal Prongs– red, blue, purple, green, yellow – to organize by subject
	2 large erasers
	2-3 large boxes of facial tissues
	1 box of 12 colored pencils
	1 box of Crayons (24 or 36 count)
	1 pair Fiskar scissors
	1 pencil box or bag (no lock and key)
	4-6 glue sticks
	5 spiral notebooks (color coded - red, blue purple, green, yellow)
	1 composition notebook (non-tear out)
	3 red pens
	4 black, FINE TIP dry erase markers (skinny)
	1 disinfecting wipe containers
	2 yellow highlighters
	1 set of headphones not earbuds
	1 8 oz or larger bottle of hand sanitizer
Montessori	Shoebox size plastic tote
	Small plastic pencil box-no locks please
	6 spiral notebooks (wide-ruled)
	4 folders with 2 pockets (no metal prongs in the middle or plastic folders)
	24 pack crayons
	24 #2 Sharpened pencils
	1 pkg Pencil top erasers
	2 24 packs of Crayola colored pencils
	4 large glue sticks
	1 4oz bottle Elmer's glue
	Fiskar scissors
	Ruler (grades 1-4 only)
	2 large pink erasers
	1 large box of tissues
	1 composition notebook (grades 1-4 only)
	1 8 oz bottle of hand sanitizer (K, 2, 4)
	1 ream of loose leaf paper (3 rd & 4 th grade)
	1 pack of thin black felt-tip pen (3 rd & 4 th grade)
	3 regular black sharpies
	1 container of disinfecting wipes (K, 1, 3)
	1 clipboard (K only – will use through 4 th grade)
	1 set of headphones (K only – will use through 4 th grade)
	3 ring binder (1.5 inch) (3 rd & 4 th grade)





TELEPHONE USAGE BY STUDENTS

The telephone is for business. Use of the telephone is discouraged for personal calls by children.

CELL PHONE POLICY

Cell phones may **NOT** be used or heard during class time. By allowing students to carry cell phones into the school building, students and their families are consenting to a search of that phone by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating/inappropriate actions. This policy is in effect during regular school hours and during any on/off site school activities.

Students who fail to follow the cell phone policy will be subject to the following consequences:

First violation:

Cell phone will be confiscated and returned to the student at the end of the day.

Second violation:

Cell phone will be confiscated and returned upon completion of one after school detention.

Third violation:

Cell phone will be confiscated and returned to the student's parent/guardian. Student will serve two after school detentions.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

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

VISITING SCHOOL

Parents and/or guardians are always welcome as school visitors. We do request that all visitors have prior permission from the teacher and principal. All visitors should check in at the school office before visiting the classroom. A visitor's identification badge will be issued to ensure the safety of our students. The badge should be returned to the office when you leave the building. Children are not permitted to visit unless accompanied by an adult. **Student Visitors**-It is not the policy of Norfolk Public Schools to allow non-students to attend classes with a student. We feel it is important not to interrupt the educational process.

VOLUNTEERS

Parents and other citizens are encouraged to volunteer their time and talents to the schools. Volunteer services range from helping in the elementary libraries to assisting in the individual classrooms. If you would like to volunteer, please complete the volunteer form online and contact your school. Volunteers are asked to sign in at the office.

Y KIDS CLUB (Before and After School Care)

A before and after school care program is provided by the Norfolk YMCA at Bel Air, Jefferson, Lincoln, Westside and Woodland Park Elementary Schools. Please contact the Norfolk YMCA at 402-371-9770 or your respective building principal if you wish more information on this program.

Norfolk Public Schools
Norfolk Middle School
Norfolk, Nebraska

August 2021

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

Parent/Guardian Signature:

Student Signature:

Date: _____

Norfolk Public Schools
August 2021

Dear Students, Parents, and Guardians:

The Norfolk Public Schools' staff is excited to partner with you throughout the 2021-2022 school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

Norfolk Middle School

Charles W. Hughes - Principal
Renee Rucker – Assistant Principal

1221 N. 1st Street
Norfolk, Nebraska 68701

V (402) 644 -2569
F (402) 644 -2576

August 2021

Dear Middle School Students and Parents/Guardians:

I would like to personally welcome you to Norfolk Middle School. Whether you have had children attend the Middle School in the past, or this is your first experience with us, it is my hope that you and your child have a rewarding experience. Our dedicated staff has planned many lessons and activities to make this a phenomenal school year.

In order for this school to provide a safe place for our students to grow, it is essential to create an environment of mutual respect. When students, parents/guardians, and our school staff work together to form a partnership, there is no limit to what our students can accomplish.

I invite you to be active in your child's education. Your participation is essential in order for your child to reach his or her fullest potential. I encourage you to set aside time for homework each night, keep open lines of communication with us, and volunteer your time and services when needs arise. Research shows when parents/guardians are involved in their child's education, there is a greater likelihood of academic success.

The hand book is designed to be a "guideline" of rules and regulations for students, parents, and staff. I look forward to meeting and working with you during this school year. If you have any questions, please call the school office at 644-2569.

My best wishes to all students and parents/guardians for a successful and fulfilling school year.

Sincerely,

Chuck Hughes
Principal

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

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

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Norfolk Middle School Office Staff **402-644-2569**

Principal:

Chuck Hughes

chuckhughes@npsne.org

Assistant Principal:

Renee Rucker

reneerucker@npsne.org

School Resource Officer

Officer Brent Tietz

OfficerBrent@npsne.org

Juvenile Accountability Liaison

Carey Hopkins

careyhopkins@npsne.org

Principal's Secretary:

Tami Tucker

tamitucker@npsne.org

MS Attendance / Discipline Secretary:

Mari Ablar

mariablar@npsne.org

Norfolk Middle School Counselor's Office
402-644-2569

Counselors:

Sarah Klinetobe

sarahklinetobe@npsne.org

Mariah Bloomquist

mariahbloomquist@npsne.org

Guidance Secretary:

Missy Borgmann

melissaborgmann@npsne.org

2021-2022 Parent Calendar
PLACE CALENDAR HERE

Norfolk Middle School Bell Schedules:

Daily Schedule	
7:45 - 8:18	6th Grade Band
8:00 - 8:18	Homeroom
8:21 - 9:16	Period 1
9:19 - 10:03	Period 2
10:06 - 10:50	Period 3
10:53 - 11:41	Period 4
11:44 - 12:32	Period 5
12:35 - 1:19	Period 6
1:22 - 1:47	WIN Time
1:50 - 2:34	Period 7
2:37 - 3:20	Period 8

2:00 Dismissal Schedule	
7:45 – 8:09	6th Grade Band
8:00 - 8:09	Homeroom
8:12 - 8:50	Period 1
8:53 - 9:31	Period 2
9:34 - 10:12	Period 3
10:15 - 10:53	Period 6

10:56 - 11:45	Period 4
11:48 - 12:38	Period 5
12:41 - 1:19	Period 7
1:22 - 2:00	Period 8

Norfolk Middle School Character Education Traits

What is TRUST?

Be honest. Don't lie, cheat, or steal Be reliable.

Keep your promises and following through on your commitments Have courage to do what is right, even when it is difficult Be a good friend by showing you are trustworthy

What is RESPECT? Treat people the way you want to be treated

Treat people with politeness, courtesy, and dignity Be sensitive to other people's feelings Do not make fun of other people

What is RESPONSIBILITY?

Do what needs to be done Be reliable and dependable Be accountable for your actions Do not make excuses or blame others

Follow through on your commitments Volunteer in your school or community Participate in community service Help take care of the environment

What is FAIRNESS? Treat others the way you want to be treated

Treat people impartially and without prejudice

Consider the feelings of all people who will be affected by your actions Be open-minded and reasonable Play by the rules Don't take advantage of others

What is CARING?

Be sensitive to people's feelings Treat people with kindness and generosity Think about how your actions will affect others Never be mean or hurtful Help people in need

Always remember – we become caring people by doing caring things

What is CITIZENSHIP?

Do your part for the common good Do your share to make your school your community, and the world a better place

Take responsibility for what goes on around you.

Participate in community service

Take care of the environment

Obey the law

NMS General Student Guidelines:

Following Directions:

- Step 1: Look at the person
- Step 2: Say okay
- Step 3: Do it
- Step 4: Check back

End of the Day Procedures

- Step 1: Proceed immediately to your locker using hallway procedures (see hallway procedures)
- Step 2: Get materials and coats and put in bookbag
- Step 3: Double check that you have all your homework and coats
- Step 4: Proceed directly to designated exit before final bell (5 min.)
- Step 5: Go directly to your car or start walking home
- Step 6: Re-enter only with a teacher or office permission

If waiting for your ride:

- Step 1: Sit on bench; if not enough room, stand.
- Step 2: Keep hands, feet, and objects to yourself
- Step 3: Visit quietly with a neighbor or read
- Step 4: All students still left at 3:40, enter the building and sit quietly in the Commons

Morning Procedures

5th Grade Students

- Step 1: Drop off time is 7:40
- Step 2: Go straight in to the building
- Step 3: Walk quietly to your assigned spot, use the perimeter of gym

- Step 4: Sit with your backs against the wall
- Step 5: Keep hands and feet to yourself
- Step 6: Students may visit quietly until their teacher picks them up

6th Grade Students

- Step 1: Drop off time is 7:40 – band is 7:35
- Step 2: Go straight in to the building
- Step 3: First students through doors, puts out chairs
- Step 4: Walk quietly to your assigned spot
- Step 5: Be seated in a chair (8 people to a table)
- Step 6: Keep hands and feet to yourself
- Step 7: Students may visit quietly until dismissed

Planner Use

- Step 1: Bring Planner to all classes
- Step 2: Fill out assignment completely at the beginning/end of class
- Step 3: Planner check the last class of day
- Step 4: Use as a pass between bathroom, library, nurse, etc. – only 2 per day
*Special passes for lessons (band, choir, and orchestra)
- Step 5: If planner is missing, students are expected to write assignments in a notebook or purchase a new planner from the office

Entering and exiting the lunchroom/activity and lunchroom behavior:

- Step 1: Students will proceed to the lunchroom or activity area using Hallway Procedures
- Step 2: Students in the lunchroom will be seated at their assigned tables unless excused to get in lunch line or dump their tray
- Step 3: Once directed to get in to lunch line, students will proceed to the line and back to their table as directed, and will use an inside voice
- Step 4: Inside voices will be used while seated at lunch
- Step 5: Bathroom privileges are allowed with teacher permission
- Step 6: At the end of the lunch period, students are dismissed by team, and will proceed back to their classrooms using Hallway Procedures. Students may leave when dismissed

Hallway Procedures

- Step 1: Stay to right side and appropriate distance from lockers
- Step 2: Maintain appropriate voice level
- Step 3: Keep hands, feet and objects to self. Respect other peoples' space
- Step 4: Walk

Step 5: Take stairs one at a time

Suggested Terminology for Voice Levels

1– None

2– Whisper, one on one

2 – Normal indoor voice

3 – Presentation voice

Speaking Respectfully with Adults

Step 1: Wait for an appropriate time to talk with an adult

Step 2: Look at the adult

Step 3: Address the adult using an appropriate title

Step 4: Remain calm

Step 5: Acknowledge the decision with a “yes” or “I understand” or nod of the head

Norfolk Middle School Policies and Regulations

ACADEMIC INFORMATION AND GUIDANCE

Academic Integrity

In order to learn as much as possible from the daily classroom activities and assignments, Norfolk Middle School students are expected to be honest and truthful in presenting their work. Cheating on assignments or tests or allowing others to copy work is not acceptable. It is considered dishonest to present material on an assignment or test as the product of the student’s own work when it is the work of another person or plagiarized from another author. It is not acceptable to use material from a web site, book, periodical or other resource without properly giving credit to the source. Cheating and plagiarism will result in disciplinary action. Teachers will call the student’s parents and explain the situation.

Guidance

The guidance department is a valuable resource. Counselors are available to help students who are experiencing academic and/or social problems. The guidance

department also helps students make quality decisions about their classes and possible careers. There are two full time counselors at Norfolk Middle School. Students are welcome and encouraged to drop in or make an appointment. The counselors can also be reached by phone at 644-2569.

Report Cards/ Progress Reports

Report cards are issued after each grading period; four times during the academic school year. In addition, progress reports are also issued between each grading period so that parents and students can closely monitor current academic progress. Written progress reports are provided to parents at the end of each quarter of the school year. These reports cover each student’s academic, social, and behavioral progress toward meeting district goals.

Academic Performance Levels for Proficiency Grading

ADVANCED	4=Goes beyond with in depth inferences
PROFICIENT	3=Performance at grade level target
APPROACHING	2=Understands simple content
NEEDS SUPPORT	1=Partial success with help
NO EVIDENCE	0

Academic Performance Level for Alpha Grading

Name	Score
A	94-100
B	86-93
C	78-85
D	70-77
F	FAIL
P	PASS

Grade Level Promotion Guidelines

School Initiated Request

Students may be required to repeat the same grade level when it has been determined that the student's educational needs are served best by retention and when notification and consultation with parents have been conducted. Parents should be notified in writing on or before April 1 that retention is being considered and one or more conferences held to discuss the conditions considered in retention.

Parent/Guardian Initiated Request

Parents requesting their child to be retained must notify the school principal in writing by April 1.

Decision Process

The decision regarding retention in either a school or parent initiated request for a given grade level will be determined at a conference involving parents, the principal, teacher(s) and/or counselor. If a mutual decision about the question of retention cannot be reached, the principal shall render a decision on or before the last full day of attendance for students in the school year.

Access to Records

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 79-4,157, Board Policy 5202, the Federal Education Right to Privacy Act (FERPA), Military Recruiters (Board Policy 5012) and other applicable law during regular business hours of the school.

Notice Concerning Directory Information

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

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

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

Multicultural Policy

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

- Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Native Americans and Latinos;
- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race; Ø Valuing multiple cultural perspectives; and
- Providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within the Norfolk Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society. (Policy 6310)

Special Education

What is "special education?" Special education refers to "specially designed instruction or support for students with verified disabilities."

Which persons are entitled to a special education? School districts in Nebraska provide an education for individuals with disabilities from birth through 21, or program completion.

What disabilities are served through special education programs? Children who benefit from the program offered may have one or more of the following disabilities:

emotional disorder, deafness, blindness, hearing impairment, intellectual disability, orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, visual impairment, autism, or traumatic brain injury. Every effort will be made to educate students with a disability with their non-disabled peers.

How does a child qualify for a special education program?

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

STAFF QUALIFICATIONS (NOTICE CONCERNING):

The Every Child Succeeds Act gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Norfolk Public Schools will give parents the following information about their child's classroom teacher:

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

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

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

Make-up Work

All missed assignments due to absences must be turned in promptly. Students will receive two days for every one day missed to complete the assignment. For example, if a student were to be absent two days, he/she would have four days to complete the assignments. If a student fails to have the work completed by the appropriate time, he/she may be assigned a study session with the teacher before or after school to finish the assignments. Teachers may also give alternate assignments that meet the objectives of the original lesson at their discretion. Students who miss several consecutive days of school due to illness, family, or emergency situations should contact the guidance office directly to develop a plan of action to complete missed work.

Pre-arranged Absences

Students who know they are going to be absent from school should obtain an Excused Absence Form from the attendance office and have each of their teachers provide the assignments for days to be missed. On most occasions, teachers will request that students make up their assignments prior to a scheduled absence. In all situations, responsibility for obtaining and completing make-up work rests with the student.

Extra - Curricular Activity Participation

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

Activity Involvement / Disciplinary Actions

Students who are serving out of school suspensions will not be eligible to participate in any school-sponsored games, activities, or performances during the term of their suspension. For example, a student who is serving a three-day out of school suspension Monday through Wednesday would not be eligible to participate in a performance until Thursday. Similarly, a student serving a suspension in which a weekend falls would not be eligible until the day after the final day of the suspension. Example: a student serving a three day out-of school suspension Friday through Tuesday would not be eligible to participate in performances until Wednesday of the following week. Students may practice while serving in-school suspensions and may be subject to additional consequences determined by the activities sponsor or coach. Students who are serving out of school suspensions may not be on school property or attend any school sponsored activity during the term of their suspensions.

School Activities / Absences

Students who will be absent from school for school-sponsored activities will not have those absences count against their absence total. It is each student's responsibility to inform the attendance secretary and their teacher about the forthcoming absence and to make advance arrangements for completing assigned work. Students absent for school activities are not to fill out a "planned absent sheet".

Transportation Guidelines

Norfolk Public Schools will provide transportation for all students involved in activities which require transportation. Students are required to travel together as a group both to and from the activity. This provides a safe and secure process for all students. **(Board Policy 5506)**. In rare situations, a parent/guardian may request to take their child either to or from the scheduled activity. In this case, children can only be released to the parent after the parent initiates a face to face interaction with the sponsor. Parents should give the sponsor at least 24 hours notice of alternate travel plans. The sponsor will seek administrative approval before granting this request.

ATTENDANCE/ TARDIES

I. Attendance and Tardy Policies

Nebraska State Statute (79-201) requires that all students between the ages of 6-18 attend school. School personnel are charged with the responsibility of investigating and reporting violations of the state's compulsory attendance law to their respective county attorneys.

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

plan. On the 20th absence a letter will be sent to the Madison County Attorney's office.

- **Tardies to first period:** Students will receive three "free" tardies (no penalty) to first period. Upon the accumulation of the fourth tardy (and any following), a detention will be assigned. Tardies more than 25 minutes in length will be classified as absences and consequences may be assigned according to the Code of Conduct.
- **Tardies to class:** Students must be in their assigned classroom or assigned seat before the tardy bell rings as dictated by each teacher's classroom rules. Failure to meet teacher expectations will result in an unexcused tardy and the student may be assigned a detention by the teacher. Teachers will inform the student he/she has been counted tardy and then give the student a detention. Teachers will attempt to make contact with parents (via phone or e-mail) to inform them of the tardy. Students that skip detentions will have the detention time doubled. Failure to serve these "doubled" detentions will result in additional office consequences according to the Code of Conduct. Students will not be counted tardy if they come to class with a pass from the office, guidance office, or from another teacher. Teachers should not detain students unless absolutely necessary. Any teacher detaining a student between classes must write a pass to excuse the tardy.

Procedure for Reporting Absences

Parents should call the school office 644-2569 Ext 1 before 10:00 a.m. on the day of the absence. Students will be considered truant if their absence is not reported to the office within 24 hours. Please refer to the Norfolk Middle School Code of Conduct for more information on disciplinary actions for truancy. When contacting school officials, please give the following information:

- name of student
- grade level of the student
- reason for the absence
- name, phone number, and relationship (to the student) of person making the call.

** Notes will be accepted only from parents who do not have access to a phone.

Excessive Absences

Parents will be notified by mail when their student has 5, 10, 15, and 20 absences from any class during the year. On the 10th and 15th absence, a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office. It shall be the procedure of the principal to report to the Director of Student Services and to parent/guardians, any student enrolled in the district for excessive absenteeism on the part of such student. The term "excessive absenteeism," as used herein, shall mean verified and unexcused absences exceeding 11 days per semester or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per school year or the hourly equivalent. The building principal shall investigate factors involved in any case of excessive absenteeism. In the event that the building principal determines that such absences are not justified, he/she may determine such student to be truant. All required procedures of the Norfolk Public School Truancy Policy should then be followed. This may be true even if some or all of the student's absences have been excused by the student's parents/guardians, and the building principal determines such excessive absences are detrimental to the child's educational performance.

Norfolk Public School's District Truancy Policy

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

Withdrawals

A student who is withdrawing from Norfolk Middle School should notify the guidance office at least one week before leaving so that teachers may be informed and special arrangements can be made in regard to previous assignments and tests. A day or two before the student actually leaves; he/she will be given a withdrawal slip, which is to be initialed, by all the student's teachers and the media specialist. This form is to be turned into the office **before** leaving school the last day. Everything on this form must be cleared properly and fines paid before the student will be considered released from the school.

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Accidents and Injuries

Only first-aid will be provided for accidents and injuries; any further treatment is the responsibility of the student's parents. Accidents should be reported to the nurse or school secretary immediately. An accident report will be completed by the supervising staff member. The injured student's parents and principal will be notified of all accidents and injuries, when the situation warrants. Injured students will be transported home by their parents. In cases where the parents cannot be reached, the persons listed on the emergency record will be called.

Attend / Monitor Courses/ Parents

It shall also be the policy of the district to permit a parent to attend or monitor courses, assemblies, counseling sessions and other instructional activities when a reasonable advance request is made. The request could be denied if a parent's attendance would substantially interfere with a legitimate school interest.

Battery Operated/ Electronic Devices

Battery-operated and electronic devices such as, but not limited to, radios, CD players, MP3's, cellular phones, laser pens, or electronic games are not to be used during the school day and should not be brought to school. Restricted items need to be placed in secured lockers during the school day. **Norfolk Middle School is not responsible for lost or stolen items.** Items that are being used inappropriately during the school day will be confiscated and may be turned over to administration. Cameras may not be used during the school day without permission from the principal or a teacher. Prohibited items will be confiscated unless they are being used for school purposes and may be returned to parents or students at the school's discretion. Cellular phones needed for communication with parents should be turned off during the school day. Parents needing to get in touch with students during the school day should call the main office.

Bikes/ Skateboards/ Rollerblades

Bicycles must be parked in the racks provided. There is at least one rack on both sides of the building. To prevent theft, bicycles should be securely padlocked. Norfolk Middle School is not responsible for lost or stolen bicycles. Skateboards & roller blades should be kept home. **Skateboards & roller blades are not to be used on school property or the adjoining YMCA property (i.e. benches, ramps, rails, etc.) even after school hours.** Students not complying with this directive may be ticketed by the Norfolk Police Department. Skateboards & roller blades that are used on school property may be confiscated. Students will have to notify parents to retrieve the confiscated items.

Birth Certificate

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

Book bags/ Backpacks/ Duffel Bags

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

Breakfast Program

The cost of the program will be based on Free/Reduced and Paid lunch applications. Students who qualify for FREE lunch will receive a free breakfast, students who qualify for REDUCED price lunches will be charged the reduced rate.

Bus Conduct

Riding school buses will be considered an extension of the school day; therefore, the following rules and regulations must be observed. Bus transportation is a privilege and student usage may be restricted for violations of bus regulations. The safety of students on the buses is a top priority and students who create unsafe conditions through their behavior or words will be disciplined accordingly. Misbehavior by students who choose to break these rules may be assigned consequences such as detentions, short/long term suspensions, and/or removal from the bus completely.

Students unable to ride the bus due to disciplinary action must make alternate ride arrangements.

Expectations for students riding school buses:

- Sit quietly and refrain from rowdy conduct.
- Be completely quiet when the bus is near a railroad crossing.
- Observe the same conduct as in the classroom and follow all school rules.
- Be courteous.
- Immediately comply with driver's directions.
- Profane language is not permitted.
- Eating or drinking while on the bus is at each driver's discretion.
- Keep the bus clean.
- Obey the bus driver.
- Absolutely no tobacco products or alcohol will be allowed.
- Respect others.
- Respect school property.
- Stay in your seat at all times.
- Keep head, hands, and feet inside the bus at all times.
- The bus driver is authorized to assign seats.
- Have proper respect for homeowner's property while waiting for the school bus.
- Students may ride only their designated bus unless prior written permission has been received from the principal.
- Non bus students may only ride the bus with a parent note and the principal's signature.

Continuum of Consequences for Inappropriate Bus Behavior:

These consequences are general guidelines and may be adjusted due to the duration, severity, and intensity of the situation.

1st Intervention: --Warning / Student conference with administration/ parent phone call / possible detention. Driver may assign student to different seat.

2nd Intervention: – Parent phone call / possible removal of bus privileges for the next day and/or up to 7 school days. Possible detention/ ISS (1 -3 days) / Bus letter sent home. Assigned seating on the bus for rest of quarter.

3rd Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for 7 school days up to 30 school days. Possible ISS (3-5 days). Written plan for improvement will be developed

and implemented. Bus letter sent home. Assigned seating on the bus for rest of the semester.

4th Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for up to 60 school days. Possible OSS (1-3 days). Written plan for improvement will be developed and implemented.

5th Intervention: Parent meeting with administration. Possible OSS (3-5 days). Removal of bus privileges for rest of school year.

These consequences are cumulative for the academic school year.

Cancellation of School

In cases of extreme weather, the superintendent is authorized by the Norfolk Board of Education to close schools. School closing information is broadcast on local radio or via phone message. In case of inclement weather, any parent or guardian may personally determine not to let his or her child come to school. Children who are absent in inclement weather when school is being held will be marked absent and treated the same as any other excused absence when proper parental notice has been received by the school's attendance office.

Cell Phones

Cell phones are an increasingly complex issue for schools. Due to the ever expanding capabilities of these items (text messaging, photos, Internet, etc.) we ask that these items not be taken to school unless deemed necessary by the parent. Leaving these items at home helps create fewer opportunities for students to send and receive messages that may be deemed inappropriate for school. If parents allow students to bring cell phones to school, they need to keep the items in their lockers and turned off during the school day. Phones that are perceived as being used as a nuisance item will be confiscated and returned to students or parents by administration. Cell phones may **NOT** be used or heard during class time. By allowing students to carry cell phones into the school building, students and their families are consenting to a search of that phone by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating/inappropriate actions. The following policy is in effect during regular school hours and during any on/off - site school sponsored

activities. Students may use their cell phones after school once they reach the commons areas on the lower level. Students needing to use a phone during the school day may use the student phone in the main office at no charge.

Cell Phone Policy:

In each case, the phone or electronic device will be confiscated and held in the main office.

- **First Violation:**

Teacher Conference with student about appropriate use of electronic device.

- **Second Violation:**

Teacher Conference with student about appropriate use of electronic device.
Teacher contact parent about inappropriate use of electronic device.

- **Third Violation:**

Confiscate device and bring to administration office.

Complaints on Materials

In the event any parent has a complaint or objection to any such materials a personal conference with the parent and appropriate school personnel will be scheduled. The parent, in order to explain the nature of their concern will use a standard complaint form. The complaint form will include, but not be limited to, the specific instruction, material complained of, the reason for the complaint, and the proposed solution or resolution of the complaint from the parent's perspective.

Computers

Students at Norfolk Middle School are required to sign Norfolk Public Schools Internet Policy to use any of our computers. Students and faculty must abide by the policies contained in that agreement. Students and faculty that fail to follow those policies will have their access to technology restricted or terminated. Specifically, Norfolk Middle School reserves the right to inspect all network files without specific permission with reasonable cause in the interest of system security and integrity. Norfolk Middle School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain privacy, security and integrity of the Norfolk Middle School's computing facilities. Norfolk Middle School does not allow any

copying of school-owned or licensed software or data to another computer system for personal or external use without prior approval.

In order to use the computers available in the Media Center or Achievement Center during a study hall or before or after school, students must have a signed pass from a teacher with the computer assignment listed on the pass. A complete copy of the "Technology & Internet Agreement" is available in the main office.

Demographic Changes

Students who change their address and/or phone numbers should report such changes immediately to the **guidance office**. The school also needs an emergency phone number where a responsible adult can be contacted immediately in the event of any emergency. It is imperative that students and parents continue to provide updated census information throughout the year to ensure effective and timely distribution of school materials and to provide quick and accurate information in the case of an emergency, etc.

Thank you in advance for providing timely updates when you are moving, changing telephone numbers, or need to post different contact information.

Dress Code / Student Attire Guidelines- Policy 5101

Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the educational process. Our public schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty and decency. Administrators must weigh community standards, harassment or standards of others, along with the individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of Norfolk will take pride in their appearance and their school. Personal appearance and clothing worn to school should not violate the rules of decency, offend the standards of others, promote unsafe conditions, or detract from the educational process. Violators of this policy will be required to change into appropriate clothing or alter their appearance as requested by school administration. Students missing time from class to correct violations will be considered tardy. If parents or students have any questions, they should call the school office at 644-2569 before they purchase clothing that may be deemed inappropriate for school. When possible, we ask that parents examine student dress carefully before students leave for school. **School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.**

Criteria for Student Attire:

- Shirts that expose student midriffs are not permitted. Tank tops may be worn with a sleeved shirt underneath. All shirts worn must keep the top of the shoulder covered, fit well in the armpit area, and not have a plunging neckline.
- Shoes must be worn at all times. Slippers are not permissible. Flip-flops and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with the school's policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or "double" meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school.
- Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- All clothing must be modest and appropriate. It must properly cover the body.
- Novelty contact lenses such as, but not limited to **Alien, Cat eyes, White-out, Red Hot, Hypnotica, Wildfire and Zoomin'** are not permitted. Students' natural eye color and texture must be visible.
- Length of Shorts: As a general guideline, when a student stands upright and fully extends their arms and fingers at their sides, the length of the shorts should be at least even with the bottom of the fingers. Administration will make the final determination as to the appropriate length of shorts.
- Caps and hats are not to be worn in the building. Once students are outside the building they may wear headgear in an appropriate fashion. Caps and hats must be stored in lockers.
- Wearing or carrying bandanas or colored handkerchiefs (by males and females) will also not be permitted. Bandanas or accessories that have been identified as possible gang paraphernalia will be confiscated immediately and will be returned only upon parent request.
- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Examples of such clothing would be: Hooters, COED Naked, etc. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, BIG Johnson, cigarette brands, etc... are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considerate appropriate
- Clothing usually worn as undergarments cannot be worn as outer garments; (specifically boxer shorts) and will not be permitted. Students will be required

to cover all undergarments so that they are not showing during the school day.

- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Please watch the daily forecast and dress appropriately for the weather of the day.
- Skirts and dresses need to be a modest length (minimum of mid to lower thigh).
- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest.
- Spiked jewelry/accessories may not be worn at school or at school activities. Additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- Facial make-up, jewelry accessories, or body piercings must also be appropriate for school settings and not disrupt the learning environment. Jewelry or accessories worn through pierced body parts may be seen as unsafe. Students must remove these for physical education classes and/or other activities deemed necessary for a safe and orderly learning environment by the instructor or administration.
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waists. School officials will determine the appropriate wearing of such items. Students not keeping their pants at an acceptable level will be required to change or they may be removed from class for the day.
- Pajama bottoms or attire deemed as pajamas may not be worn to school.
- Hair color should be non-disruptive to the learning environment.
- Inappropriate tattoos or other marks deemed inappropriate for school need to be removed or covered.

The administration reserves the right to make decisions and make rule revisions to protect the integrity of the educational programs and to assure the well being of all students. Students refusing to comply with school dress guidelines will be subject to the Code of Conduct.

Elevator

The use of the elevator is restricted to handicapped or injured students. Students must receive permission from office personnel to use the elevator and if a friend is carrying their books, that friend must use the stairs unless they have been given permission from the office. Students with temporary mobility restrictions or other medical needs (broken leg, severe asthma, etc.) will be allowed to use the elevator at the discretion of administrative staff or the nurse's office.

Entering and Leaving the Building

The main entrance for the Norfolk Middle School is the east side of the building (nearest 1st Street). After 8:30 am and during the remainder of the school day, parents and other visitors will need to use this entrance to enter the building. The only access on the west side of the building during the school day (nearest the YMCA) will be for staff. The school building will be open on regular school days for scheduled and sponsored activities at 7:30 a.m. Students arriving before this time will not be allowed in the building. Students involved in activities or working with a teacher before school must be under the direction and supervision of the sponsor for the activity or a teacher. Students who are not in scheduled activities may enter the building at 7:40 a.m. Once students are in the building, they are not allowed to leave without checking out in the main office and only then will be dismissed to a parent or a pre-approved designee. Students need to leave the building promptly after school unless they have an activity or they are under the direct supervision of a teacher, coach, or administrator.

Before School and Students Entering the Building in the Morning:

- If students need to make-up work, attend special events, or see a teacher before school, they should have a pass stating the location and time of the activity and the name of the activity sponsor. This pass should be presented to one of the commons area supervisors.
- Students should be seated at the tables with their legs under the table at which they are sitting. Students are not to block aisles with their feet or legs.
- Students should not get into lockers or loiter in the hallways before the first bell.
- Students should not pound on the tables.
- Students need to clean up their areas as they are dismissed.
- Students will comply with all directions from the designated supervisors.
- Students will keep their voices at an acceptable level as determined by area supervisors.

After School and Students Exiting the Building

- Students should pick up vending machine items before they leave the building. Students will not be allowed back in the building to purchase items.
- Please make plans to get items out your locker before you leave for the day. Once students are out of the building after school, they must have permission from a staff member to return to the building.

- If students are requested to stay longer than the required school day, (detentions, make-up work, activities, etc.) it is their responsibility to make alternate arrangements for transportation.
- At 3:25 p.m. ALL students are to be out of the building unless they are with a teacher, in a sponsored activity, or have made a special arrangement with the office to remain in the building. In the case of inclement weather, students may remain in the common areas after 3:30 p.m. to wait for rides.
- Students needing to use a phone to call for rides, etc. may use the student phone located on the south end of the main office. This phone should be used only if no other option is available to students. Students using the phone in an inappropriate manner (speaking rudely to others on the phone, being excessively loud and disrupting the office, etc. will lose phone privileges. Students may not use the office phone to call for rides after-school until after 3:40 p.m. or unless they have special permission from the office staff.
- Parents may be notified if students are not picked up by 3:45 p.m.

Exemption Procedure

When a parent believes it is to be appropriate for his/her student to be excused from testing, classroom instruction or other school experiences that the parent finds objectionable, the parent will present in writing on the standard complaint form, the basis for the parent's concern and a proposed solution for the objection that would be satisfactory to the parent. It shall be the policy of the District to notify parents/guardians when a school-sponsored survey will be administered. The nature of the survey, the date and time when the survey will be administered, and the purposes for which the uses of the resulting information will be included in the notification. Copies of the instrument to be used will be available for parent examination in the Principal's Office of each building. After examination of the survey instrument, any parent who wishes to have their child exempted from completion of the survey must do so by means of a written request to the building principal.

Fines

At times, students may incur fines for overdue library books, damage to books or property, loss of school equipment, class fines, etc. Students are expected to be responsible for their property and take care of the items the school has loaned them for periods of time. Students are expected to take care of these fines as they occur. Appeals for fines should be made to the building principal. Failure to pay fines may result in administrative consequences.

Fire Drills

During the course of a fire drill, students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in every classroom. In the event of severe weather alert, you will need to follow the directions that are given to you by the classroom teacher. The alert will be announced over the public address system.

Grievance Procedure

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem directly with the person who is involved. If that conference is not successful, then the person should see the person who has the next step of responsibility. For example, if a student has a classroom problem, then the student and parent(s) should discuss the problem with the classroom teacher privately. If that conference is not successful, then the student and parent(s) should make an appointment to see the principal. If the problem still has not been resolved, the student and parent(s) may file a complaint with the Director of Student Services using the Complaint Against School Personnel Form.

Hazing

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

Health Records

Immunization Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, 2019:

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

- 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if

student is 11-15 years of age

- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

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

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

Health Services

The school nurse's office is located on the first floor near the main office in room 153. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable diseases, encouragement of physical and dental examinations and promoting sound mental health. A nurse or her designee will be in the office every morning for the purpose of checking those who have been absent and helping those who may feel ill. Any student who has to leave the school because of illness must first check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel.

Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a nonprescription medication during school, the following procedures are to be followed.

Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry a medication with them during the school day.

If your child has a fever or vomits at home, please keep them at home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they

return to school. Please check with the school before bringing your child back to school.

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

Homeless Students Policy

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

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

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

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

child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

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

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless

child lives in a school other than the District, but continues to attend the [Name] Public Schools based on it being the school of origin, the new school and [Name] Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Indian Education

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

Internet Policy

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

Lockers

Your locker and lock are the property of the school district. The school board gives students' permission to use a locker and lock during the school year. Therefore, students cannot expect their locker to be free from inspection by the school if the principal considers a search necessary to maintain the integrity of the school environment and to protect others in the building. Locker inspections will be reasonable and conducted by an administrator or his designee. These guidelines also apply to lockers assigned in locker rooms. Locker numbers will be assigned at the time of registration. When students receive their lockers, they need to immediately check their lockers for damage and report any damage to the office. Students will be financially responsible for any damage to their lockers. Locks will be furnished by the school at no charge. If locks are not returned or are damaged, students will be charged \$5.00 and be put on the fine list.

Students should follow the locker regulations given below:

- Use only the locker assigned to you.
- Never open another student's locker.
- Keep your locker neat and orderly.
- Always close the locker door and keep it locked.

- Do not leave valuables in the locker.
- Clearly put your name on all personal items.
- Do not write on the inside or outside of the locker.
- Memorize your lock combination. Do not share this information with anyone.
- Pop and candy are not to be stored in lockers.
- Norfolk Middle School is not responsible for items lost or stolen from lockers.
- Report any problems or requests to the main office.

Lost and Found

Lost and found items are to be turned into the main office. Items not claimed by December 20th or June 15th of each school year will be given to local welfare agencies. Lost or replacement ID cards cost \$5.00. Norfolk Middle School is not responsible for any personal items lost during the school year. This includes, but not limited to, any electronic items and yearbooks.

Lunch / Closed Campus

Norfolk Middle School DOES NOT have an “open campus” policy during the noon hour. Having a closed campus means that your child cannot leave school to go out for lunch or go home for lunch. Students will be permitted to leave campus for lunch only if they are under the direct supervision of a parent and if that parent has notified the office in advance of the visit. Students must be back before the end of the lunch period or they will be counted as absent or tardy. Before leaving campus, the parent must come to the main office and sign the student out. For safety reasons, the school will no longer accept written notes to excuse students for lunch. Parents are welcome to eat with students at school if they wish.

Lunch Guidelines

Procedures regarding lunch accounts will be explained during orientation time. The price for school lunches and milk will be announced through school bulletins. All costs mentioned are subject to change without notice. A student may bring his/her own lunch and it has to be eaten in the cafeteria. **All food is to be consumed in the cafeteria. Any food purchased in the cafeteria must be eaten in the cafeteria. Students are not allowed to take food out of the lunchroom to put in their lockers or eat in class.**

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from

discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

*Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Fax: (202) 690-7442; or
Email: program.intake@usda.gov
This institution is an equal opportunity provider.*

Media / Student Photos

Students may periodically be photographed or video-taped by the media for print in local or regional publications or school website and their names may be released to the media to accompany these photographs or videos, unless parents specifically request in writing to the building principal that their student(s) should not be included.

Media Center

The purpose of the Middle School Media Center is to provide students and teachers with materials for enrichment of classroom work and recreational reading. The library is open daily from 7:40 a.m. to 3:45 p.m., except when otherwise announced. The following items about the Media Center should be helpful:

- To come to the Media Center during any assigned class period or study hall you must have a pass.

- Students are responsible for signing in and out of the Media Center and returning the pass to the teacher before the end of the class period. You will need your ID card to check out materials.
- In order to use the computers available in the Media Center during a study hall or during a class, students must have a signed pass from a teacher with the computer assignment listed on the pass.
- Most library materials may be borrowed for two weeks and then renewed if they are still needed. Reference books, reserved books, periodicals, and vertical file materials are overnight materials and are due before first period the next school day.
- Any overdue book must be returned or declared lost; if lost, you must pay for the book. If the book is later found and returned to the Media Center, all money will be refunded.
- You will be expected to allow a media specialist to check all materials carried from the Media Center. If you act in a disrespectful or disruptive manner, if you are destructive to the Media Center materials, facility, or furniture you will be subject to disciplinary action ranging from detention to being restricted from use of the Media Center.
- You are expected to be self-disciplined and use your time in the library to read and/or do research. The Media Center is for you, therefore, think of it as a privilege (not as a right) to use and enjoy.

Notice Concerning Designation Of Law Enforcement Unit:

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

Notification of Concern

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

Parental Involvement in Education (LB 1161)

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

Police Interviews-Policy 5413

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

Reading

Research clearly shows that overall, middle level students read less than they did in elementary school and that their reading ability declines as the amount of reading they do decreases. Research also shows that the more students read, the better their reading ability becomes. Students are encouraged to bring a book or appropriate materials to read and students are expected to carry a reading book with them throughout the day.

Expecations for Reading Time

- Everyone reads.
- Silence during reading time.
- Students need to be prepared to read the entire time assigned.
- Reading materials should be chosen outside of class or during study hall.
- Bring a book every day.

- Students are expected to be responsible and bring leisure-reading material appropriate for school (books, magazines, newspapers). These materials will be items that the student has selected.
- Students not having materials ready for class may be assigned alternate reading at the classroom teacher's discretion. Classroom teachers will determine appropriateness of questionable material.

School Campus

The school campus includes all buildings and designated parking (staff and student lots) and all other property from the curb/sidewalks surrounding those areas. Persons who are not enrolled at the middle school, have not checked into the office upon arrival at school, or are not at school for school business and are in the building or on the campus will be asked to leave. Unauthorized visitors that don't comply may be cited for trespassing by the Norfolk Police Department. Any non-student who needs to conduct school related business should call and schedule an appointment with an appropriate staff member and upon arrival, sign in at the office.

School - Community Intervention Program (SCIP)

SCIP is a program designed to help identify students who are experiencing difficulties which may be related to use of alcohol or other drugs. This support program has four components which assist students: **Identification, Intervention, and Referral for treatment, and Student support.** Anyone with concerns about drug and/or alcohol use or abuse should contact the SCIP Coordinator in our guidance department.

Search and Seizure- Policy 5406

In maintaining discipline and providing a safe environment for students and staff, district employees are responsible for obeying and enforcing compliance with state statutes, policies and administrative rules. The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject

to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including sniff dogs, will be contacted when circumstances dictate.

Securing a Teacher's Help

Teachers are in the school building from 7:45 a.m. until 3:45 p.m., and they are willing to help students individually during the school day. An appointment can also be made if for some reason this time period is not suitable. Students are encouraged to seek additional help from teachers when they are having troubles with classroom work and they should receive a pass from the teacher if the time is before 7:50 a.m.

Student Services / Discipline

Behavior Expectations

Overall, students are expected to follow all directives that are given to them by teachers, substitute teachers, teachers' aides, secretaries, custodians, cafeteria workers, bus drivers, mentors, and administrators. In short, students are expected to complete their classroom assignments and to treat everyone in the building respectfully and to do their part in keeping the building clean. In addition to the items in the Code of Conduct, the following items are enforced: Students are encouraged to help make their time at Norfolk Middle School both pleasant and beneficial. Students at Norfolk Middle School are expected to be safe, responsible, and respectful.

Student Behavior

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

Student Discipline

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

Student Visitors

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

Discipline at School Functions

Students are expected to behave in an orderly and appropriate manner as listed in the district's Rights and Responsibilities and the school's discipline code while attending school or any school function on school grounds (parking lots included) or elsewhere. Students are also expected to follow school rules at activities (parking lots and activities near or in vehicles at Memorial Field are also subject to the Code of Conduct) and at any out of town school events. If students choose to act in an inappropriate fashion, they will receive consequences consistent with the severity, intensity, and frequency of their actions. Students may conference with teachers, parents, and/or administration and/or may receive detentions, in-school suspensions, out-of school suspension, expulsions, or additional consequences as determined by administration as a result of inappropriate behavior. Parents are encouraged to call teachers and the administration concerning discipline in the classroom or at other school functions.

Credit for Course Work during Suspension

Students serving In-School Suspension will receive full credit for their work completed during the suspension. Any work not completed during the suspension is subject to receiving no credit.

Detentions

Detentions may be for any reasonable amount of time. If a detention is 5 minutes or less, advance notice to the parents may not be given. If a detention is longer than 5 minutes or if the student is required to stay past 3:35 p.m., then students will have 24 hours to complete or reschedule the detention and parents will be notified by the teacher. Failure to appear for a detention will result in the detention time being doubled.

Telephones

The telephone in the main office is for business and emergency calls only. A student may use the phone in the office without charge if the call is made due to a change in

school schedule or if the student is working with a teacher. Students may also use the provided phones if they have been given permission from a staff member. Students will not be able to use the office phone afterschool until 3:40 p.m. unless they have special permission from a staff member. Plans for rides home should be made in advance to avoid unnecessary phone calls. Students using the phone in an inappropriate manner will lose all school phone privileges.

Testing

It shall also be the policy of the District to notify a parent/guardian when the student will participate in standard norm-referenced or criterion referenced tests such as, but not limited to, NSCAS, MAPS Testing. When reasonable to do so, the parent/guardian will be notified where a sample of the test might be examined and the date upon which the test will be administered.

Trespassing

Non-students who come on the school campus and/or into buildings who have not checked into the main office may be cited for trespassing. A suspended or expelled student from any Norfolk Public School is not to be in the building or on the Middle School campus without prior arrangement with the administration. Any violation of this suspension or expulsion policy will result in trespassing charges and further disciplinary consequences. This includes activities at the middle school or any school sponsored activity away from Norfolk Middle School. Students with partial schedules should leave campus within 10 minutes after their last class. Loitering on campus may result in disciplinary actions.

Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Visitors

For Safety reasons, all entrances will be locked at 8:30 a.m. All visitors during the school day need to report to the east entrance and proceed to the main office immediately after entering the building. Visitors will be given a visitor tag so that they will be easily identified by school personnel. Visitors in the building without visitor badges should be escorted to the main office. Visitors attending Norfolk Middle School activities should enter the building from the east side and proceed to the gymnasium.

Norfolk Public Schools District Policies

Title I Parental Involvement Policy--6410

This Title I Parental Involvement Policy is established in compliance with the Every Student Succeeds Act (ESSA). Norfolk Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Norfolk Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement

It is the expectation of Norfolk Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring--(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Building the schools' and parents' capacity for strong parental involvement.

- D. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
- E. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
- F. Involving parents in the activities of the schools served under Title I.

Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents of participating children--(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall—(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in

programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility

In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Legal Authorities: Every Student Succeeds Act No Child Left
Behind Act of 2001, sections 1118 and 9201(32);
20 U.S.C. §§6318 and 7801(32)

NORFOLK PUBLIC SCHOOL'S DISTRICT HARASSMENT POLICY 5401

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

A. Elimination of Discrimination.

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

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

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

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

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

1. Purpose:

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

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

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

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

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

- a. Name-calling,*

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

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

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

i. Level 1 (Investigation and Findings):

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

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

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

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

6. Designated Compliance Coordinators: Designated compliance coordinators will be responsible for:
a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

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

7. Preventive Measures: The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with antidiscrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

STUDENT FEES POLICY

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

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

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

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

The School Board will have a Student Fee Fund established which is for the purpose of tracking all student fee receipts and expenditures. The Student Fee Fund shall be a separate school district fund not funded by tax

revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

Instructional / Extracurricular and Miscellaneous Fee Guidelines

(1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable.

(3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

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

(6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.

(7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

(8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will received one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.

(10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

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

(2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.

(3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

(4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.

(5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota). Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

Date of Adoption: March 9, 2015

Date of Reaffirmation: September 14, 2015

Date of Revision: March 14, 2016

Date of Revision April 11, 2016

Date of Revision: April 10, 2017

Date of Revision: April 9, 2018

Date of Revision: April 8, 2019

Student Fee List

Activity Cards

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

Activity Fees

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

Activity Fees' Requirements – Grades 5-6 (as follows)

Activity	Middle School (Gr. 5-6)
21 st Century After School Participation Fee	2 day \$25 per Qtr 5 days \$50 per Qt.
Band (Methods Books for Lesson)	\$10 to \$13/year
Band Instrument Rental (school owned)	\$25.00/semester
Orchestra (Lesson/Method Book)	\$12.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Summer School Fee	\$20 Sem.

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

Fund Raising

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

Penalties

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

Student Fee Fund

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

Severability Clause

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

On **April 8, 2019**, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the **2019-2020** school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open meeting in compliance with the public meeting laws. See amended date at bottom of page.

Legal References:

Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act) Neb. Constitution, Article VII, Section 1.

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

Neb. Rev. Stat. 79-2,104 (student files or records)

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

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

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

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

Date of Adoption: July 18, 2002.

Amended on: April 8, 2019

NORFOLK MIDDLE SCHOOL
FEE WAIVER APPLICATION FORM
2019-2020 SCHOOL YEAR

Student Name: _____

Student Signature: _____

Grade: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Activity	Applying For	Cost	Approved	Denied
21 st Century After School Participation Fee (Aftershock)		2-days \$25.00 per Qtr. 5-days \$50.00 per Qtr.		
Band (Methods Books for Lesson)		\$10 to \$13 Year		
Band Instrument Rental (School Owned)		\$25 Semester		
Orchestra (Methods Books for Lesson)		\$12 Year		
Orchestra Instrument Rental (School Owned)		\$25 Semester		
Summer School Fee		\$20 Session		

Check which activity(ies) your student wishes to participate in.

Band

Orchestra

For Central Office Use Only

Approved:

Denied:

No Lunch Application on File

No Share Information Form on File

Cannot Share Information

Does not qualify for F-R Lunch

CO Administrator's Signature

Date

CO Administrator's Signature

Date

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia (except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-a-likes. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

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

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

III. ATTENDANCE POLICY

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

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

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

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

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

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

1. Length of expulsions for regular and special circumstances

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

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

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

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles; 5) Tasers.

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

The term "destructive device" means

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

h. Engaging in the unlawful possession be under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.

i. Public indecency.

j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).

k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.

l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.

3. Procedure for long-term suspension/expulsion: The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal (Building Head Principal or Assistant Principal) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian, and student.
- c. Such written notice shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
- d. A statement that the building administrator, legal counsel for the school, the student, the student’s parent or guardian, and/or the student’s representative (or legal counsel) shall have the right to examine the student’s academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - e. A form on which the student, student’s parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
 - f. Nothing in this policy shall preclude the student or the student’s parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
 - g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student’s parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
 - h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
 - i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.
4. Alternative Education Program During Expulsion
- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined in Section G.1.c. above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

Norfolk Middle School

Code of Conduct

This is the guide used by Norfolk Middle School to conduct administrative disciplinary action and has been approved by the Board of Education. The Code of Conduct allows for interpretation by the administrative team due to circumstances and the severity of the incident.

Policy 5101B – Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors.

Assaults/ Fighting

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention

A1	Assault on student without injury	ISS/ OSS 1-3days Notify parents and police. Possible recommendation for expulsion.	OSS 5 - 19 days Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
A2	Assault on student with injury.	OSS 1-5 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.	
A3	Assault on school personnel, with or without result of injury	OSS 5-19 days Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.	
A4	Fighting	ISS/ OSS 1-3days Notify parents and may notify police.	OSS 5 - 10 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.

Additional Information:

- **The level of violence may affect the length of the suspension.**
- **If both students throw “punches,” both are considered to have fought and using self-defense is not a defense.**
- **Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.**
- **Mediation (peer or adult assisted) may be a condition of a student’s suspension.**
- **Anger management sessions with a middle school counselor may be a condition of a student’s suspension.**

Threats/ Intimidation

(The nature of the threats may affect the length of the suspension.)

A5	Threats, intimidating, or menacing another student, to include hazing.	ISS 1-3 days. Possible OSS 1-3 days Notify parents, may notify police.	OSS 3-5 days Notify parents, may notify police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents, notify police. Recommendation for expulsion.
A6	Threats, intimidating, or menacing school personnel	OSS 1-5 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.	

A7	Swearing at school personnel	ISS/ OSS 1-3 days	OSS 5-19 days	Recommendation for expulsion.
A8	Initiating a real or perceived threat on the school, i.e. bomb threats, etc.	OSS 5-19 days. Notify parents, police, and/or fire marshal. Recommendation for expulsion.		

Weapons, Firearms, Nuisance Items

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
B1	Weapon	ISS/OSS 3-19 days. Retain the object. Notify parents & may notify police. Possible recommendation for expulsion.	Retain object. Notify parents & police. Recommendation for expulsion.	
B2	Firearm	Mandatory 1 calendar year expulsion.		
B3	Nuisance or dangerous items; stink bombs, squirt guns, snowballs, etc.	Detention / ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.

From the Students Rights and Responsibilities in Norfolk Public Schools:

Weapons

Students are forbidden to:

- A. Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look alike rifles or pistols (whether or not they are capable of expelling a projectile) see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles; 5) Tasers.

- B. Knowingly possess, handle or transmit any object or material that is ordinarily or generally considered a firearm.

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

The term "destructive device" means

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

**** It is not a defense to a charge of bringing a weapon to school or possessing, handling, transmitting or using a weapon at school, on school grounds, or at a school function off school grounds that the student did not intend to hurt anyone or that the weapon did not belong to them.

Drugs, Alcohol

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
C1	Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation "Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 5-19 days. Notify parents and police. Refer to counselor for substance abuse intervention. SCIP referral. Possible recommendation for expulsion.	Recommendation for expulsion.	
C2	Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.	OSS 5-19 days Recommendation for expulsion.		
C3	Possession or sale of drug paraphernalia.	OSS 5 -19 days. Notify parents and police. SCIP referral. Possible recommendation for expulsion.	OSS 10 -19 days. Notify parents and police. SCIP referral. Recommendation for expulsion.	Recommendation for expulsion.

Robbery, Extortion

	Infraction	1 Intervention	2 Intervention	3 Intervention
D1	Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2	Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

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Fire Setting, Arson, Graffiti

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
E 1	Fire setting, arson	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.	
E 2	Graffiti or causing damage to school property or private property.	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion. Restitution for damaged property.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion. Restitution for damaged property.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion. Restitution for damaged property.

E 3	Signaling false fire alarm, tampering with/misuse of defibrillators, fire extinguishers or any dangerous / emergency equipment.	OSS 3-5 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for OSS/ expulsion. Restitution as required.	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion. Restitution as required.	Recommendation for expulsion.
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Theft

	Infraction	1 Intervention	2 Intervention	3 Intervention
F1	Theft or attempted theft of school or private property	ISS/OSS 1-3 days. Notify parents and may notify police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F2	Wrongful possession of school or private property.	Detention/ ISS 1-3 days. Notify parents. May notify police.	ISS/OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F3	Knowingly receiving stolen school or private property.	ISS 1-3 days. Notify parents & may notify police. Reimburse for loss.	OSS 3-5 days. Notify parents & police. Reimburse for loss.	OSS 5-10 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.

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Tobacco, Lighters/ Matches

	Infraction	1 Intervention	2 Intervention	3 Intervention
G1	Use, or offering to others, or possession of tobacco products (dipping, smoking, ecigarettes, Vapor products, etc.)	ISS/OSS 1-3 days. Notify parents. SCIP referral. Confiscate item(s).	OSS 3-5 days. Notify parents. SCIP referral. Confiscate item(s).	OSS 5 days. Notify parents. SCIP referral. Confiscate item(s).
G2	Possession or use of matches or lighter, e-cig /vapor pipe, vape products, chewing tobacco or cigarettes.	ISS/OSS 1-3 days. Notify parents. Confiscate item(s).	ISS/OSS 3-5 days. Notify parents. Confiscate item(s).	OSS 5 days. Notify parents. Confiscate item(s).

Harassment

	Infraction	1 Intervention	2 Intervention	3 Intervention
H1	<p>Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background</p>	<p>Conference with administrator. Detention/ Possible ISS/OSS 1-3 days. Notify parents/ may contact police. Student contract developed and signed.</p>	<p>ISS/OSS 1-5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police. Student contract developed and signed.</p>	<p>OSS 3- 5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.</p>
H2	<p>Visual harassment: Inappropriate photographs/ videos on personal device (including taking pictures/video of staff or students without their explicit consent), offensive posters, photos, cards, cartoons, graffiti, drawings, objects or gestures (public display of affection) & locker décor</p>	<p>Conference with administrator. Possible Detention/ISS/OSS 1-3 days. Possibly Notify parents.</p>	<p>ISS/OSS 1-5 days. Notify parents. Conference with administrator.</p>	<p>OSS 3-5 days. Notify parents. Conference with administrator.</p>
H3	<p>Physical harassment: Intentional or obvious unwelcome or offensive physical contact</p>	<p>ISS/OSS 1-5 days. Notify parents & may notify police. Possible recommendation for expulsion.</p>	<p>OSS 1-5 days. Notify parents & police. Possible recommendation for expulsion.</p>	<p>OSS 5-19 days. Notify parents & police. Recommendation for expulsion.</p>

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H 4	Sexting: Possession of, sharing, or sending sexually explicit photographs of minors via cell phone or other electronic devices.	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	
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**** Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility. The victim of any harassment incident may take action beyond the scope of building discipline.

Violations of School Rules

	Infraction	1 Intervention	2 Intervention	3 Intervention
11	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information.	Detention/ISS 1-3 days--Notify parents. Conference with administrator.	Detention/ISS/OS S 1-3 days. Notify parents. Conference with administrator.	ISS/OSS 3-5 days. Notify parents. Conference with administrator.
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	Infraction	1 Intervention	2 Intervention	3 Intervention
12	Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.	Possible detention/ISS 1-3 Notify parents	Detention/ISS/OSS 1-3 days. Possible OSS 1-3 days. Notify parents.	ISS/OSS 3-5 days. Notify parents.
13	Disruption while in ISS	Possible OSS for the remaining days of suspension. Re-serve ISS the following day.	Possible OSS for the remaining days of the suspension.	OSS for the remaining days of the suspension plus additional days of suspension added.
14	Use of electronic devices i.e. Cell phones, cameras, smartwatch radios, laser pens, etc. Prior approval for educational purposes is exempt.	Teacher Conference with student about appropriate use of electronic device.	Teacher Conference with student about appropriate use of electronic device. Teacher contacts parents about inappropriate use of electronic device.	Confiscate device and bring to administration office OR send student to the office with device.
15	"NO SHOW" to a before or after school detention assigned by an administrator.	Detention time doubled for first "NO SHOW". Notify parents.	ISS 1 day and serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.

16	Lunchroom misconduct.	Detention/ ISS lunch. Supervisor may assign student alternative seating in the lunchroom.	Assigned seating/ suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/ suspension from the lunchroom 1-10 days. Notify parents. Additional infractions will result in student's loss of lunchroom privileges.
17	Inappropriate/ Fraudulent use of school phone, computers, or electronic devices	Possible ISS/OSS 1-3 days. Notify parents. May notify police. Loss of privileges for 1-4 weeks.	Possible ISS/OSS 1-3 days. Notify parents. Loss of privileges for remainder of the semester. May notify police.	Possible ISS/OSS 3-5 days. Notify parents. May notify police. Loss of privileges for remainder of the school year.
18	Buying or selling food, drinks or any other unauthorized material, including inappropriate / unauthorized use of student ID number.	Conference/Detention Notify parents.	Detention/ISS 1-3 days. Notify parents.	ISS/OSS 1-3 days. Notify parents.

I9	Falsifying or altering signatures; misrepresenting or calling self in.	Conference with administrator. Notify parents. Possible ISS 1-3 days.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I10	Gambling in any form; pitching coins, dice, wagering with cards, etc.	Detention/ISS 1-3 days. Conference with administrator. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I11	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents will pick up item at the end of the day. Possible ISS 1-3 days.	Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days.	Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days.

Truancy / Loitering

I12	Truancy (1 Period)	Detention. Notify parents.	Detention/ISS 1-3 days. Conference.	Detention/ISS 3-5 days.
I13	Truancy (3 or more Periods)	ISS 1-3 days. Notify parents.	ISS 3-5 days. Conference.	OSS 1-3 days. Parent conference with administration. Police may be contacted.
I14	Unauthorized entry into any unsupervised school area.	Conference with administrator. ISS 1-3 days. May notify parents.	ISS 3-5 days. Possible OSS 1-3 days. Notify parents. May contact police.	OSS 1-5 days. Notify parents.
I15	Loitering	Conference with administrator. May issue detention.	Detention. ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.

116	Leaving school without following procedure	Conference with administrator. Notify parents. Student will be marked unverified. Possible ISS/OSS 1-3 days.	Possible ISS/OSS 1 – 3 days. Notify parents. Student will be marked unverified.	ISS / OSS 1-3 days. Notify Parents. Student will be marked unverified.
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Miscellaneous Violations

117	Unprepared for class	Conference Teacher notifies parent.	Conference/ Detention Teacher notifies parent.	Student/Teacher contract. Teacher notifies parent. Student and /or parent conference with team. Develop written plan of action.
118	Cheating	Teacher notifies parent and administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher.	Teacher notifies parent and administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Parent and teacher conference with administration.	Teacher notifies parent. Conference with administration.
119	Violation of other school rules and regulations. (i.e. Eating food outside the cafeteria, bringing pop into the building, etc.	Warning issued to student. Administration may confiscate and retain items. Notify parents.	Detention 1-3 days. Administration may confiscate and retain items. Notify parents.	ISS 1-3 days. Administration may confiscate and retain items. Notify parents.

120	Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
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I21	No show for a teacher detention.	Consequences as assigned by the teacher. Teacher will contact parent.	Consequences as assigned by the team /teacher. Teacher will contact parent.	2 Office Detentions + Original detention to be served with teacher. ISS 1 -3 days. Teacher will contact parent.
I22	Misbehavior for a guest teacher	Detentions or consequences as assigned by the teacher. Teacher will contact parents.	Conference with administrator. Teacher notifies Parent. Office detention / Possible ISS 1-3 days. Additional consequences may be administered by teacher.	Possible ISS (1-3 days) or OSS (1-3 days). Parent conference. Additional consequences may be administered by teacher and administrative team.
I23	Bus Behavior Additional consequences apply for repeated incidents after 3rd intervention.	Warning/ Conference/ Parent Phone Call. Assigned seating. Possible Detention.	Parent Phone Call. Possible Removal from Bus 1-7 school days. Possible Detention / ISS (1-3) days. Bus Letter sent home. Assigned seating rest of quarter.	Parent Phone Call. Possible meeting. Removal from bus 7-30 school days. Possible ISS (3-5) days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I24	Dress Code	Warning. Clothing changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I25	Continual violation of school rules	Parent conference with administrator. Possible OSS 1-3 days.	Parent conference with administrator. Possible OSS 3-5 days.	Parent conference with administrator. Possible OSS 5-10 days.

Norfolk Public Schools
Norfolk, Nebraska
August 2021

Dear Students, Parents, and Guardians:

The Norfolk Public Schools' staff is excited to partner with you throughout the 2021-2022 school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

Please sign and return this form to the main office upon receipt of the handbook.
August 2021

The family of _____ (print student's name) understand that the student's handbook contain information regarding the Rules and Regulations for Student Conduct and Students' Rights and Responsibilities, Harassment Policy, Internet Policy, Student Technology Use agreement, Bus Conduct, Excursion trips, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities for the students in the Norfolk Public Schools. We understand that each student is responsible for becoming familiar with the handbook and know the information contained in it. We will read the handbook information:

_____ online at www.norfolkpublicschools.org

_____ on our student chromebook

_____ requested and received a hard copy from school personnel

Yes ___ No ___ I give permission for my child's school and the Norfolk Public Schools to include my child's name/picture in school publications, website or newspaper/radio announcements.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Norfolk Junior High School

Jennifer Robinson, Principal

Beau Viergutz, Assistant Principal, Tyler Beranek, Dean of Students/Activities Director

510 Pasewalk Ave.
Norfolk, Nebraska 68701-5296

V (402) 644-2516
F (402) 644-2519

August, 2021

Junior High Students and Parents /Guardians,

Welcome to Norfolk Junior High. We look forward to another year of learning and growing together. Our staff is very proud of everything that the junior high has to offer and we hope that you and your student become an active part of our learning community.

This handbook is designed to be a “guideline” of rules and regulations for students, parents, and staff. If you have any questions, please contact the school office.

Sincerely,

Dr. Jen Robinson
Principal

Norfolk Public Schools Vision Statement

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

Norfolk Public Schools District Mission Statement

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

**Norfolk Junior
High School
Main Office
402-644-2516**

Principal

Jennifer Robinson

jenniferrobinson@npsne.org

Assistant Principal

Josh Weber

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Beau Viergutz

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Dean of Students/Activities Director

Beau Viergutz

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Tyler Beranek

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School Resource Officer

Officer Brent Tietz

OfficerBrent@npsne.org

Juvenile Accountability Liaison

Carey Hopkins

careyhopkins@npsne.org

Principal's Secretary

Alicia Busch

aliciabusch@npsne.org

Assistant Principal's Secretary

Heidi Korth

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Sureya Fuentes

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Junior High Secretary

Nikol Petersen

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**Junior High
Guidance Office
402-644-2523**

7th Grade Counselor

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Lisa Echtenkamp

lisaechtenkamp@npsne.org

8th Grade Counselor

Dr. Branis Knezevic

branisknezevic@npsne.org

Mary Baumert

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Guidance Secretary

Ashley Lanman

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TIME SCHEDULES**REGULAR DISMISSAL**

	7:50
1st bell	7:55
2nd bell	
	8:00 - 8:50
1st period	8:53 - 9:42
2nd period	9:45 - 10:34
3rd period	10:37 - 11:26
4th period	11:29 - 12:19
5th period	11:29 - 11:53
Lunch A	11:55 - 12:19
Lunch B	12:22 - 1:12
6th period	12:22 - 12:46
Lunch A	12:48 - 1:12
Lunch B	1:15 - 2:04
7th period	2:07 - 2:57
8th period	3:00 - 3:25
ELO	

2:00 p.m. DISMISSAL

	7:50
1st bell	7:55
2nd bell	
	8:00 - 8:45
1st period	8:48 - 9:29
2nd period	9:32 - 10:13
3rd period	10:16 - 10:59
4th period	11:02 - 11:45
5th period	11:02 - 11:23
Lunch A	11:25 - 11:45
Lunch B	11:48 - 12:31
6th period	11:48 - 12:09
Lunch A	12:11 - 12:31
Lunch B	12:34 - 1:15
7th period	1:18 - 2:00
8th period	

11:30 a.m. DISMISSAL

1st bell	7:50
2nd bell	

10:00 a.m. LATE START

1st bell	9:50
2nd bell	9:55

1st period 7:55
2nd period 8:00 - 8:28
3rd period 8:31 - 8:54
4th period 8:57 - 9:20
5th period 9:23 - 9:46
6th period 9:49 - 10:12
7th period 10:15 - 10:38
8th period 10:41 - 11:04
11:07 - 11:30

1st period 10:00 - 10:37
2nd period 10:40 - 11:17
3rd period 11:20 - 11:57
4th period 12:00 - 12:37
5th period 12:39 - 1:22
Lunch A 12:39 - 1:00
Lunch B 1:02 - 1:22
6th period 1:24 - 2:07
Lunch A 1:24 - 1:45
Lunch B 1:47 - 2:07
7th period 2:09 - 2:46
8th period 2:48 - 3:25

2021-2022 Parent Calendar

NJHS Policies and Regulations

ACTIVITIES

STUDENTS' ELIGIBILITY FOR GRADES 7 AND 8

If a student is failing **one course at the end of a grading period**, the student will be allowed to continue to participate in practices and scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grade. The coach will encourage the student to work with his/her instructor to improve the grade.

If a student is failing **two courses at the end of a grading period**, the student will be allowed to continue to participate in practices, but will be held out of scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. ***Students with two failing grades will not be dismissed early with the team for early dismissal events.*

If a student is failing **three courses at the end of a grading period**, the student will not be allowed to continue participation in practices or scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. ***Students with three failing grades will not be dismissed early with the team for early dismissal events.*

If a student is failing **four courses at the end of a grading period**, the student will be removed from the activity.

** Eligibility will be determined at the end of each grading period and will reflect the student's overall **semester grade** at that point.

APPEAL PROCESS

Students who are ineligible at the end of a grading period and wish to become eligible before the end of next grading period may appeal to the Activities Director for reinstatement. The Appeal Process is as follows:

- Appeals may be granted on a **one time only basis annually**. For example: If a student applies for and is awarded an appeal for football in the fall, the student is not eligible for an appeal the rest of the year.
- Appeals may be made by the student-athlete or parent. Student-athletes or parents may notify the Activities Director of their intent to use the appeal via face to face conversation, email, or phone call.

- Appeals must be made at least **1 Day prior** to the next scheduled competition.
- The Activities Director reserves the right to grant appeals the day of competition for extenuating circumstances. Those will be handled on a case by case basis.
- The Activities Director will notify the student-athlete, parent, and coach if a successful appeal is made and the student-athlete is now immediately eligible.
- The student is expected to meet all required criteria contained within the appeal plan.

**The following activities fall under the eligibility guidelines: All male and female athletics, Quiz Bowl, Student Council, and Show Choir. Head coaches may enforce more rigorous academic requirements subject to administration approval. These will be communicated to the athletes and parents at the beginning of the season.

** Students who are ineligible at the end of a grading period and wish to become eligible before the end of next grading period may appeal to the Activities Director for reinstatement. Appeals may be granted on a **one time only basis annually**. For example: If a student applies for and is awarded an appeal for football in the fall, the student is not eligible for an appeal the rest of the year. Individual conditions of the appeal are determined on a case by case basis and the student is expected to meet all required criteria contained within the appeal plan.

**The following activities fall under the eligibility guidelines: All male and female athletics, Quiz Bowl, Student Council, and Show Choir. Head coaches may enforce more rigorous academic requirements subject to administration approval. These will be communicated to the athletes and parents at the beginning of the season.

Eligibility Dates

Ineligible students will be determined by the Activities Director at the end of each grading period. Head coaches and sponsors will be notified by the Activities Director or Administration regarding ineligible students by the Wednesday following the distribution of grades during each grading period.

**Students eligibility will start over at the beginning of each school year, thus second semester's grades will not be used.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Students must attend the ½ day (or ½ of their assigned courses) **immediately prior** to participating in any school activity (practice or performance). When in doubt, consult with the school Activities Director regarding eligibility. Extraordinary circumstances may be considered on a case by case basis.

ACTIVITY INVOLVEMENT/ DISCIPLINARY ACTION

Students who are serving in-school suspensions or out-of-school suspensions will not be eligible to participate in any school-sponsored games, activities, or performances during the term of their suspension. For example, a student who is serving a three-day suspension, Monday through Wednesday, would not be eligible to participate in a game or performance until Thursday. Similarly, a student serving a suspension in which a weekend falls would not be eligible until the day after the final day of the suspension. Example: a student serving a three- day in-school suspension, Friday through Tuesday, would not be eligible to participate in games or performances until Wednesday. Students may practice with their teams while serving in-school suspensions and may be subject to additional consequences determined by the activities sponsor or coach. Students who are serving out-of-school suspensions may not be on any Norfolk Public Schools property or attend any school-sponsored activities (home or away) during the term of their suspensions.

Additionally, students may not travel with the team, get out early for out-of-town activities, or attend contests during the course of their suspensions.

DANCES (SCHOOL- SPONSORED)

Listed below are the guidelines and expectations for dances held at the Junior High and sponsored by the school:

- Students attending the dance must have their school identification card with them in order to enter the dance. Students without an ID card will not be admitted to the dance.
- Prior to entering the dance, all students must submit to an alcohol breath test. Students who test positive will not be allowed to enter and parents and the police will be contacted.
- Re-entry to the dance will not be allowed. Once a student or a guest leaves the dance, the student or guest will not be allowed to return.
- After the first hour of the dance, students will not be allowed to enter the dance unless prior permission has been granted by administration.
- NJHS administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
- Students are reminded to wear school appropriate clothes to dances.
- Students wearing inappropriate attire will be asked to change. Failure to comply will result in the student being asked to leave the dance.
- Students asked to leave the dance by administration or staff will not have their money refunded.
- Students are not allowed to bring guests, unless it has been specifically stated prior to the event.

PHYSICALS

Any student participating in a school-sponsored sport must have a physical prior to practice or participation in a practice session. These forms are available in the school office. Sports physicals may be done no earlier than May 1st of the previous spring.

TRANSPORTATION GUIDELINES

Norfolk Public Schools will provide transportation for all students involved in activities which require transportation. Students are required to travel together as a team (or group) both to and from the activity. This provides a safe and secure process for all students. **(Board Policy 5506) In rare situations, a parent/guardian may request, in writing, to take their child either to or from the scheduled activity. This will only be allowed by giving the head coach/sponsor 24 hours notice.** The head coach/sponsor will seek administrative approval before granting this request.

ATTENDANCE

PROCEDURE FOR REPORTING ABSENCES

Parents should call the school office **644-2516** before 10:00 a.m. **on the day of the absence.** Students will be considered truant if their absence is not reported to the office within 24 hours. Please refer to Norfolk Junior High School **Code of Conduct**, Sections 113 & 114 for information on disciplinary actions for truancy. When contacting school, please give the following information:

- name of the student
- grade level of the student
- reason for the absence
- name, phone number, and relationship (to the student) of person making the call

**** Notes will be accepted only from parents who do not have access to a phone.**

EXCESSIVE ABSENCES

Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10th and 15th absence a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office.

It shall be the procedure of the building administrator to report to the Director of Student Services and to parent/guardians, any student enrolled in the district for excessive absenteeism on the part of such student. For purposes of this procedure, such reporting shall not be required of any student who is at least 18 years of age at the time excessive absenteeism occurs. The term "excessive absenteeism," as used herein, shall mean verified and unexcused absences exceeding five days per quarter or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per year or the hourly equivalent.

Administrative personnel will investigate factors involved in any case of excessive absenteeism. In the event that the administrative team determines that such absences are not justified, they may determine such student to be truant. All required procedures of the Norfolk Public School Truancy Policy should then be followed. This may be true even if some or all of the student's absences have been excused by the student's parents/guardians, and the building Principal determines such excessive absences are detrimental to the student's educational performance. Specific procedures and consequences for students reported for either excessive absences or trancies are listed in the student handbook for each building.

ENTERING THE BUILDING

The school building will be open for scheduled and sponsored activities at 7:30 a.m. Students arriving at this time must be under the direction and supervision of the sponsor for the activity. *Students who are not in scheduled activities may enter the building at 7:40 a.m.* Students may enter the building through the main entrance on 5th Street or the 6th street door by the Industrial Technology room. Once students are in the building, they are not to leave unless they have permission from an NJHS staff member.

Student Breakfast:

The junior high will serve breakfast in the morning. Students who want to eat our school breakfast will be able to enter the building **beginning at 7:30 a.m.** Breakfast will be served from **7:30 – 7:50 a.m.** each school day. Students should enter the building from the sixth street side of the facility near the industrial technology rooms (Door # 8). Students riding the bus will be able to eat breakfast when they arrive.

Before school and students entering the building in the morning:

- If students need to makeup work, attend special events, or see a teacher before school, they should have a pass stating the location and time of the activity and the name of the activity sponsor. This pass should be presented to the cafeteria supervisor standing at the entrance to the ramp.
- Students should enter the cafeteria and be quietly seated at one of the tables.
- Students should be seated at the tables with their legs under the table at which they are sitting. Students are not to block aisles with their feet or legs.
- Students should not get into lockers before the first bell.
- Students are not allowed to bring energy drinks (i.e. Monster, Red Bull & etc.) to school.
- Students need to clean up their areas as they are dismissed.
- Students wanting to stand up while waiting may do so in designated areas only after commons area seats have been filled.
- Students will comply with all directions from the cafeteria supervisors.
- Failure to comply with morning expectations may result in loss of commons area privileges.

After school and students exiting the building:

- Students need to leave the building promptly after school unless they have an activity or they are under the direct supervision of a teacher, coach, or administrator.
- Students may be picked up outside on either the 5th or 6th street side after school. Rides should be arranged for pick up immediately after dismissal. ALL students are to be out of the building and off school grounds by 3:40 pm on a regular dismissal schedule or 11:45 am and 2:15 pm on an early dismissal schedule unless they are with a teacher, in a sponsored activity, or have made special arrangement with the office to remain in the building.
- Students with special arrangements may sit in the cafeteria. Anyone in the cafeteria after dismissal, must be seated at tables near the windows and either study or visit in a quiet manner. *Please do not sit on top of the tables, use the seats that are provided. Anyone out of their seats wandering around in the cafeteria or down hallways will be asked to leave the building immediately.*

VISITORS Doors around the building will be locked at 8:00 a.m., except for the main entrance on 5th Street. This door remains open until approximately 4:15 p.m. **For safety reasons, all visitors need to check in at the main office.**

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

SCHOOL ACTIVITIES

Students who will be absent from school for school-sponsored activities will not have those absences count against their ten absences. It is each student's responsibility to inform their instructor about the forthcoming absence and to make arrangements for completing assigned work. Students absent for school activities are not to fill out a "planned absence sheet".

PLANNED ABSENCES

Students who know in advance of an absence must pick up a "planned absence sheet" from the office. The student should complete the information required; name, date(s) of absence, and the reason. This sheet should then be presented to each instructor. The teacher will sign the sheet after arrangements have been agreed upon for completion of work. **The teacher's signature is not an acceptance of the absences**, only an acknowledgment that the teacher has been informed and arrangements for work determined. It is imperative for students and parents to inform the school and teachers of planned absences. **Failure to complete a "planned absence sheet" may result in no credit for work missed.**

TARDIES TO CLASS

Students must be in their assigned classroom before the tardy bell rings as dictated by classroom rules. Failure to do so will result in an unexcused tardy, and the student will be assigned a detention. Teachers will inform the student he/she has been counted tardy and then give the student a detention slip, which designates the student's detention date. Students will have the opportunity to use the student phone located in the office to contact parents. The student will schedule the detention within three school days. Students that skip detentions will have the detention doubled. Failure to serve these detentions may result in an In School Suspension (ISS) assignment. Students will not be counted tardy if they come to class with a pass from the office, guidance office, or from another teacher. Teachers should not detain students unless absolutely necessary. Any teacher detaining a student between classes must write a pass to excuse the tardy.

TARDIES (MORNING) - REPORTING TO SCHOOL

Students who are tardy to school must report to the office before going to their first scheduled class. Students tardy more than 25 minutes will be considered absent and will require a parent phone call to excuse them. Students will be allowed **three 1st period tardies per semester** regardless of the reason. After the third unexcused tardy, parents will be contacted by the office and notified of the situation. After the fourth unexcused tardy to school and each ensuing tardy, students will be given office detentions. Failure to serve these detentions will result in further consequences per the Student Code of Conduct. After six unexcused tardies, parent contact will be made. Tardies should be used only for emergencies or circumstances beyond the student's control.

TRUANCY POLICY

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

WITHDRAWALS

A student who is withdrawing from Norfolk Junior High School should notify the office at least one week before leaving in order that teachers may be informed and special arrangements can be made in regard to previous assignments and tests. A day or two before the student actually leaves; he/she will be given a withdrawal slip, which is to be initialed by all the student's teachers and the media specialist. This form is to be turned in to the office **before** leaving school the last day. Everything on this form must be cleared properly and fines paid before transcripts will be released.

GENERAL POLICIES

AGENDAS

Organization is an essential skill for student success; therefore, all students will be using their school issued Chromebook for many of their organizational needs including recording of assignments, etc. Students will also be utilizing a digital calendar to help with time management. Students are required to carry their school issued Chromebook with them at all times during the school day (unless privileges for the device have been temporarily taken away for disciplinary reasons). All students will also be given a generic agenda to use and students may purchase an additional generic agenda for \$2.00 while supplies last.

ATTEND/MONITOR COURSES (PARENTS)

It shall also be the policy of the district to permit a parent to attend or monitor courses, assemblies, counseling sessions and other instructional activities when a reasonable advance request is made. The request could be denied if a parent's attendance would substantially interfere with a legitimate school interest.

BICYCLES, SKATEBOARDS and ROLLERBLADES

Bicycles must be parked in the racks provided. To prevent theft, bicycles should be padlocked. Skateboards and rollerblades should be kept in lockers and left there during school hours. Norfolk Public Schools is not responsible for lost or stolen bicycles, skateboards or inline skates. Skateboards and rollerblades are not to be used on school property (i.e. benches, ramps, rails, etc.), even after school hours. Students not complying with this directive may be ticketed by the Norfolk Police Department. Skateboards and rollerblades that are used on school property may be confiscated.

BOOK BAGS/BACKPACKS/DUFFEL BAGS

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

CANCELLATION OF SCHOOL

In cases of extreme weather, the Superintendent is authorized by the Norfolk Board of Education to close schools. School closing information is broadcast on local radio or via phone message. In case of inclement weather, any parent or guardian may personally determine not to let his or her child come to school. Children who are absent in inclement weather, when school is being held, will be marked absent and treated the same as any other excused absence, when proper parental notice has been received by the school's attendance office.

CELL PHONE/ ELECTRONIC DEVICES POLICY

As with any tool, there are appropriate places and times for the use of these devices. Permissible situations for use of cell phone/electronic devices at the junior high are when designated for learning by the teacher, before and after school, and during lunch. Administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations,

theatrical performances, or guest speakers) that occur during the school day.

By allowing students to carry cell phones/electronic devices into the school building, students and their families are consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating actions or inappropriate content.

First violation

- Teacher conferences with student about the appropriate use of electronic device.

Second violation

- Teacher conferences with student about the appropriate use of electronic device.
Teacher contacts parent about inappropriate use of electronic device.

Third violation

- Confiscate device and bring to administration office.

Because bringing electronic devices to school is voluntary, NJHS and NPS are not responsible for stolen, lost, or damaged personal electronic devices.

Additional Electronic Devices Guidelines:

Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

EMERGENCY EXCLUSION

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

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

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

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

FINES

At times, students may incur fines for overdue library books, damage to books or property, loss of school equipment, class fines, etc.

Students are expected to be responsible for their property and take care of the items the school has loaned them. Students are expected to take care of these fines as they occur. Appeals for fines should be made to

a building administrator. Failure to pay fines may result in administrative consequences. Students may not be able to attend designated school activities (like school dances) until all school fines are paid.

GRIEVANCE PROCEDURE

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem directly with the person who is involved. If that conference is not successful, then the person should see the person who has the next step of responsibility. For example, if a student has a classroom problem, then the student and parent(s) should first discuss the problem with the classroom teacher privately. If that conference is not successful, then the student and parent(s) should make an appointment to see the Principal. If the problem still has not been resolved, the student and parent(s) may file a complaint with the Director of Student Services, using the Complaint Against School Personnel Form.

HAZING

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

HEALTH RECORDS

Immunization Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, 2019: **A student is defined as any child entering Kindergarten through 12th and all students transferring from outside the State of Nebraska regardless of grade:**

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

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

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

Physical Examinations

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

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

HEALTH SERVICES

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

If your child has a fever or vomits at home, please keep them at home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they return to school. Please check with the school before bringing your child back to school.

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

HOMELESS STUDENTS POLICY

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

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

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

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the

school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

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

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

INDIAN EDUCATION

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

Chromebooks:

- There is an additional information sheet concerning the appropriate use and care of this school issued device. A hard copy of these guidelines will be distributed to all students at the beginning of the school year.

INTERNET

School Computer Guidelines:

- The school provides computers and the Internet for students to learn. All use of computers, printers, cell phones and the Internet at school are only for student learning.

- Students should not play games without specific teacher permission.
- If students accidentally see material that is rude, nasty, mean, dangerous or inappropriate, they must click on the HOME button immediately and tell their teacher or other adult staff about the situation. □ Students will not download movies, videos or games. This is stealing.
- Students will not put any personal information about themselves on the internet. Posting photos or videos about themselves or sharing personal information like an address, phone number, hobbies or daily activities is strictly prohibited.
- Students will not share any personal information about other people over the internet. Posting other people's photos, videos or personal information is strictly prohibited. When posting anything digitally, students should ask themselves "How would I feel if somebody said that about me?" If it is mean or nasty, don't say it.
- It is expected that students will look after themselves and other people by telling their teachers or parents about people who are being mean or bullying.
- Students will acknowledge all material taken from websites and include web addresses in their work. Plagiarism is not okay and school consequences may be administered for violations.

LOCKERS

Your locker and lock are the property of the school district. The Norfolk Board of Education gives students permission to use a locker and lock during the school year. Therefore, students cannot expect their locker to be free from inspection by the school, if the administration considers a search necessary to maintain the integrity of the school environment and to protect others in the building. Locker inspections will be reasonable and conducted by school administrative personnel. These guidelines also apply to lockers assigned in locker rooms. Locker numbers will be assigned at the time of registration. Upon students receiving their lockers, they need to immediately check their lockers for damage and report any damage to the office. Students will be financially responsible for damage to their lockers. Locks will be furnished by the school at no charge. If locks are not returned or are damaged, students will be charged \$5.00. **Students should follow the locker regulations given below:**

- Use only the locker assigned to you.
- Never open another student's locker.
- Keep your locker neat and orderly.
- Always close the locker door and keep it locked.
- Do not leave valuables in the locker.
- Label all personal items.
- Do not write on the inside or outside of the locker.
- Memorize your lock combination. Do not share this information with anyone.
- Pop and candy are not to be stored in lockers.
- Norfolk Junior High School is not responsible for items lost or stolen from lockers.

LOST AND FOUND

Lost and found items are to be turned into the office. Items not claimed by **December 20th or June 15th** of each school year will be given to welfare agencies. Lost or replacement ID cards cost \$5.00. Norfolk Junior High School is not responsible for any personal items lost during the school year. This includes, but is not limited to, any electronic items and yearbooks.

LUNCH - CLOSED CAMPUS

Norfolk Jr. High School DOES NOT have an "open campus" policy during the noon hour. Having a closed campus means that your child cannot leave school to go out for lunch or go home for lunch. Students will be permitted to leave campus for lunch only if they are under the direct supervision of a parent and have received prior approval to be gone. Before leaving campus, the parent must come to the office and sign the student out. For safety reasons, the school will no longer accept written notes to excuse students for lunch.

LUNCH GUIDELINES

Procedures regarding lunch accounts will be explained during orientation time. The price for school lunches and milk will be announced through school bulletins at the beginning of each school year. All costs mentioned are subject to change without notice. A student may bring his/her own lunch and it has to be eaten in the cafeteria. **All food is to be consumed in the cafeteria. Any food purchased in the cafeteria must be eaten in the cafeteria. Students are not allowed to take food out of the lunchroom to put in their lockers or eat in class.**

Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

MEDIA (STUDENT PHOTOS / VIDEO)

Students may periodically be photographed or videotaped by the media for print in local or regional publications or school website. Student names may be released to the media to accompany these photographs or videos, unless parents specifically request in writing to the building principal that their student(s) should not be included.

MULTICULTURAL POLICY

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

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

To promote and support multicultural education within the Norfolk Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an

educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

NOTIFICATION OF CONCERN

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

PARENTAL INVOLVEMENT in EDUCATION (LB 1161):

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

Police Interviews-Policy 5413

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

Notice Concerning Designation Of Law Enforcement Unit:

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

SCHOOL CAMPUS

The school campus includes all buildings and designated parking (staff and student lots) and all other property from the curb/sidewalks surrounding those areas. Persons who are not enrolled at the junior high, have not checked into the office upon arrival at school, or are not at school for school business and are in the building or on the campus will be asked to leave. Failure to comply may result in law enforcement being contacted and the individual(s) cited for trespassing by the Norfolk Police Department. Any non-student who needs to conduct school related business should call and schedule an appointment with an appropriate staff member and, upon arrival, sign in at the office.

SCHOOL -COMMUNITY INTERVENTION PROGRAM (SCIP)

SCIP is a program designed to help identify students who are experiencing difficulties which may be related to use of alcohol or other drugs. This support program has four components which assist students: **Identification, Intervention, and Referral for treatment and Student support.** Anyone with concerns about drug and/or alcohol use or abuse should contact the SCIP Coordinator in our guidance department at 644-2523.

SEARCH AND SEIZURE-POLICY 5406

The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including drug sniff dogs, will be contacted when circumstances dictate (policy #5406).

STAFF QUALIFICATIONS

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

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

In accordance with the Every Student Succeeds Act/ PARENTS’ RIGHT-TO-KNOW, this is a notification from Norfolk Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

a) information regarding the professional qualifications of your student’s classroom teachers.

Please note that Norfolk Junior High School is not a Title 1 school, however, Norfolk Public Schools does receive Title monies.

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

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

TRESPASSING

Non-students who come on the school campus and/or into buildings who have not checked into the main office may be cited for trespassing. A suspended or expelled student from any Norfolk Public School is not to be in the building or on the junior high campus (to include the 6th Street Track and Philip Street Gym) without prior arrangement with the administration. Any violation of this suspension or expulsion policy will result in trespassing charges and further disciplinary consequences. This includes activities at the junior high or any school sponsored activity away from Norfolk Junior High School. Students with partial schedules should leave campus within 10 minutes after their last class. Loitering on campus may result in disciplinary actions.

VIDEO SURVEILLANCE

The Norfolk Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors. In order to safeguard district facilities and equipment, video cameras may be used in locations as deemed appropriate by the Superintendent.

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

GUIDANCE AND ACADEMIC INFORMATION

GUIDANCE

The school counselors and guidance department are valuable resources for students and parents. They are available to help students who are experiencing academic and/or social problems. The guidance department also helps students make quality decisions about their choices of classes and possible careers. There are two counselors at the junior high and each grade level has a counselor assigned to it. Students should feel welcome and encouraged to drop in whenever they have free time or make an appointment if no free time is available. The Guidance Office is located in the main office on the 1st floor. The counselors can also be reached by phone at 644-2523.

Academic Promotion Requirements

9th Grade:

To be successfully promoted to the ninth grade, eighth grade students must pass 6 of the 7 subject areas each semester for the year. The 7 subject areas are as follows: Math, Science, Language Arts (English), Social Studies, P.E./Health, Wellness/ Careers, and Electives. Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

At the end of the school year, an Academic Review Team (ART) consisting of guidance, administration, and special education (if needed) personnel from both the junior high and the high school will meet to consider all students who did not meet the minimum promotion requirements. The team will examine all student educational records including grades, attendance, effort, discipline, standardized test scores, and other extenuating circumstances before making recommendations for placement in the 9th grade or retention in 8th grade.

8th Grade

To be successfully promoted to the eighth grade, seventh grade students must pass 6 of the 7 subject areas each semester for the year. The 7 subject areas are as follows: Math, Science, Language Arts (English), Social Studies, P.E./Health, Digital Citizenship/ Life Management, and Electives. Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

At the end of the school year, an Academic Review Team (ART) consisting of guidance, administration, and special education (if needed) personnel from the junior high school will meet to consider all students who did not meet the minimum promotion requirements. The team will examine all student educational records including grades, attendance, effort, discipline, standardized test scores, and other extenuating circumstances before making a recommendation for placement in the 8th grade or retention in 7th grade. Norfolk Junior High School personnel will facilitate registration for the appropriate courses.

Note: If a student is required to go to summer school, they will be required to pay a fee for these courses and attendance is mandatory. The cost for the courses will be determined before the beginning of the class depending on staffing, curricular, and facility needs.

REPORT CARDS / PROGRESS REPORTS/Parent Portal

Report cards are issued after each grading period; four times during the academic school year. In addition, progress reports are also issued between each grading period so that parents and students can closely monitor current academic progress. Contact the Guidance office to access the Parent Portal. The grading system at Norfolk Junior High School is as follows:

Academic Performance Levels for Proficiency Grading

ADVANCED	4=Goes beyond with in depth inferences
PROFICIENT	3=Performance at grade level target
APPROACHING	2=Understands simple content
NEEDS SUPPORT	1=Partial success with help
NO EVIDENCE	0

Academic Performance Level for Alpha Grading

Name	Score
A	94-100
B	86-93
C	78-85
D	70-77
F	FAIL
P	PASS

ACADEMIC INTEGRITY

In order to learn as much as possible from the daily classroom activities and assignments, Norfolk Junior High School students are expected to be honest and truthful in presenting their work. Cheating on assignments or tests or allowing others to copy work is not acceptable. It is considered dishonest to present material on an assignment or test as the product of the student's own work when it is the work of another person or plagiarized from another author. It is not acceptable to use material from a web site, book, periodical or other resource without properly giving credit to the source. Cheating and plagiarism will result in disciplinary action and/or loss of credit for the project.

ACCESS TO RECORDS

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 794,157 and Board Policy 5202, the Federal Education Right to Privacy Act (FERPA), **Military Recruiters (Board Policy 5012)** and other applicable law during regular business hours of the school.

Notice Concerning Directory Information

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

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);

5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Norfolk Public Schools.

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

BIRTH CERTIFICATE

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

COMPLAINTS ON MATERIALS

In the event any parent has a complaint or objection to any such materials, a personal conference with the parent and appropriate school personnel will be scheduled. In order to present a complaint, the parent should specifically explain the nature of their concern using a standard complaint form. The complaint form will include, but not be limited to, the specific instruction, material complained of, the reason for the complaint, and the proposed solution for resolution of the complaint from the parent's perspective. The forms are located in the main office.

DEMOGRAPHIC CHANGES

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

EXEMPTION PROCEDURE

When a parent believes it is appropriate for his/her student to be excused from testing, classroom instruction or other school experiences that the parent finds objectionable, the parent will present in writing on the standard complaint form described above, the basis for the parent's concern and a proposed solution for the objection that would be satisfactory to the parent.

It shall be the policy of the District to notify parents/guardians when a school-sponsored survey will be administered. The nature of the survey, the date and time the survey will be administered, and the purposes for which the uses of the resulting information will be included in the notification. Copies of the instrument to be used will be available for parent examination in the Principal's Office of each building. After examination of the survey instrument, any parent who wishes to have their child exempted from completion of the survey must do so by means of a written request to the building Principal.

SCHEDULE CHANGES

If students want / need to change an elective course, they will have only five school days from the beginning of the course to get the class changed on their schedule. It would be difficult for students and teachers to catch up on coursework missed for more than five days. It is important for students to be in their desired courses from the beginning in order to receive the most benefit from the courses. Student requests for dropping and adding elective classes will be honored only after parent permission has been received in the

Guidance Office through notes or phone calls. Additionally, the requests will be honored only if the changes will work in the students' schedules and if there is space available in the courses.

SECURING A TEACHER'S HELP

Teachers are in the school building from 7:45 a.m. until 3:45 p.m., and they are willing to help students individually during the school day. An appointment can also be made if for some reason this time period is not suitable. Students are encouraged to seek additional help from teachers when they are having trouble with classroom work, and they should receive a pass from the teacher if the time is before 7:45 a.m.

STUDENT GUIDELINES FOR Advisory

Advisory is a home room / study hall type class opposite lunch for our junior high students. Advisory class has been added to the daily schedule to provide students with opportunities to increase their leisure reading time, increase student exposure to print materials, and give students an opportunity to complete homework and make-up assignments if needed.

Criteria for students in Advisory class:

- Everyone brings required materials each day to class. Basic required items are: Personal reading book, daily planner, personal binder or organizational tool with appropriate materials (pen, paper, etc.) and assignments to complete.
- Students need to be prepared daily for Advisory class and they will only be allowed to leave Advisory class at the teacher's discretion.
- Students may use Advisory time to leisure read or work on homework at the teacher's discretion.
- Reading materials should be chosen outside of reading time. Students may be given access to the media center during Advisory time at the teacher's discretion.

TESTING

It shall also be the policy of the District to notify a parent/guardian when the student will participate in standard norm-referenced or criterion referenced tests such as, but not limited to, MAPS and NSCAS tests. When reasonable to do so, the parent/guardian will be notified where a sample of the test might be examined and the date upon which the test will be administered.

NPS HARASSMENT POLICY

Additional information regarding the district harassment policy is available on-line under Board of Education Policy 5401.

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

A. Elimination of Discrimination.

The Norfolk Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Norfolk Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

*Students: Director of Student Services—512 Philip Avenue, Norfolk, NE 68701 (402) 644- 2500
Employees and Others: Resources Director—512 Philip Avenue, Norfolk, NE 68701 (402) 644-2500
Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.*

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

1. Purpose:

The Norfolk Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

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

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

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim. The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

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

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

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

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

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with antidiscrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

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

STUDENT FEES POLICY

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "I," which

provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

(1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable.

(3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(5) Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to

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

(6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.

(7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

(8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will receive one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.

(10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

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

(2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.

(3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

(4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.

(5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and

South Dakota). Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

Date of Adoption: March 9, 2015

Date of Reaffirmation: September 14, 2015

Date of Revision: March 14, 2016

Date of Revision April 11, 2016

Date of Revision: April 10, 2017

Date of Revision: April 9, 2018

Date of Revision: April 8, 2019

STUDENT FEE LIST

Activity Cards

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

Activity Fees

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

Activity Fees' Requirements – Grades 7 & 8 (as follows)

Activity	Junior High (Gr. 7-8)
21st Century Learning Center Participation Fee (Aftershock)	2 Days: - \$25.00 per quarter 5 Days: \$50.00 per quarter
Participation Fee w/ Activity Card	\$50.00/year
Band Instrument Rental (school owned)	\$30.00/semester

Band Black Dress Pants	\$20.00/year
Orchestra (Lesson/Method Book)	\$12.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests	\$25.00/year
Summer School	\$20.00/session
Technology Fee	\$35.00/year
Volleyball (Travel Team only)	\$20 Black Spandex

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

*Applicable to student in 1 to 1 technology environments.

*Additional cost may occur for solo and ensemble competitions

Athletic Physicals

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

Fund Raising

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

Penalties

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

Student Fee Fund

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

Severability Clause

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

NPS STUDENTS' RIGHTS AND RESPONSIBILITIES

The mission of the Norfolk Public Schools is to prepare all students to pursue their goals for the future.
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August 2021

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

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

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

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

III. ATTENDANCE POLICY

- A. Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness.
- B. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building ~~Principal administrator, Assistant Principal, or Dean of Students (Assistant Principal/Dean of Students)~~ **Principal administrator, Assistant Principal, or Dean of Students** is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon as is reasonably possible.
- e. Such suspension may be either "in-school," wherein a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-

of-school," where in a student is not permitted to be present on school property. **In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.**

- f. Opportunity will be given students so suspended to make up work missed.
- g. If the building administrator makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's' parent or guardian must appeal with the Building Head Principal within 5 school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the building administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within three calendar days from the date that the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Building Head Principal.

H. Long-term suspension/expulsion: Long-term suspension shall mean the exclusion of a student from attendance in all schools within the Norfolk Public School System for a period of time exceeding five but less than 20 school days. **Expulsion** shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances
 - a. **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
 - b. **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
 - c. **Special Circumstances involving firearms.** Expulsion period not less than one calendar year.
2. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
 - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
 - c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
 - f. Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or

adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles; 5) Tasers.

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

The term "destructive device" means

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

h. Engaging in the unlawful possession, be under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage

i. Public indecency.

j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).

k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.

l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.

3. **Procedure for long-term suspension/expulsion:** The procedure shall be the same as that of short-term suspension except as follows:
 - a. The principal (~~Building Head~~ *Principal, Assistant Principal, Dean of Students*) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
 - b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services office. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
 - c. Such written notice shall include the following:
 1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.

2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 - d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
 - f. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
 - g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
 - h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
 - i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.
4. Alternative Education Program During Expulsion
- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

NPS STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

August, 2021

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

All students in grades 7-8 may be excluded from participation in extracurricular activities for the following infractions:

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

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

Activities Covered

All students engaged in activities, such as:

- Interscholastic activities, including but not limited to, speech, debate, band, choir, show choir, orchestra, and athletics;

- Elected to a position of responsibility, including but not limited to, class officer, student council, or position of responsibility in any school activity;
- Representing the school in all school- sponsored activities, including but not limited to, drama, band; or
- Honor Positions, will be governed by the following rules.

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

Eligibility

~~— If a student is failing **one course at the end of a grading period**, the student will be allowed to continue to participate in practices and scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grade. The coach will encourage the student to work with his/her instructor to improve the grade.~~

~~If a student is failing **two courses at the end of a grading period**, the student will be allowed to continue to participate in practices, but will be held out of scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. ****Students with two failing grades will not be dismissed early with the team for early dismissal events.**~~

~~If a student is failing **three courses at the end of a grading period**, the student will not be allowed to continue participation in practices or scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. ****Students with three failing grades will not be dismissed early with the team for early dismissal events.**~~

~~If a student is failing **four courses at the end of a grading period**, the student will be removed from the activity.~~

~~** Eligibility will be determined at the end of each grading period and will reflect the student's overall **semester grade** at that point. ** Students who are ineligible at the end of a grading period and wish to become eligible before the end of next grading period may appeal to the Activities Director for reinstatement. Appeals may be granted on a **one time only basis annually**. For example: If a student applies for and is awarded an appeal for football in the fall, the student is not eligible for an appeal the rest of the year. Individual conditions of the appeal are determined on a case by case basis and the student is expected to meet all required criteria contained within the appeal plan.~~

~~**The following activities fall under the eligibility guidelines: All male and female athletics, Quiz Bowl, Student Council, and Show Choir. Head coaches may enforce more rigorous academic requirements subject to administration approval. These will be communicated to the athletes and parents at the beginning of the season.~~

Rules/Standards

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

- A. Possess, use, be under the influence of, sell or distribute alcohol, tobacco, or illegal drugs or possess drug paraphernalia.
 - a. In alcohol/drug related incidents, school administration shall recommend to families that students have an alcohol/drug evaluation performed by a qualified drug/alcohol counselor. The purpose of the evaluation is to help the individual student and the family. A list of local agencies is available from the principal, school nurse, or guidance counselor.
- B. Engaging in any activity, which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the State of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
- C. Offenses which are classified as a Class IV or V Misdemeanor under the following categories:
 - a. Tobacco possession or use by minors
 - b. Minor misrepresenting age to obtain tobacco

- D. Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
- E. Violation of the Norfolk Public Schools' Harassment Policy.
- F. Offenses which are not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be unacceptable.

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

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

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

Exclusions

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

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

First Offense

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

Self-Reporting

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

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

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

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

The Self-Report option is only available for first-time offenders once during their Jr. high school (grades 7-8) career.

Second Offense

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

Third Offense

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

Fourth Offense

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

Procedures for Disciplinary Consequences

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

The administration shall, as soon as is reasonably possible:

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

STUDENT SERVICES AT NJHS

Student's Rights and Responsibilities

- I have a right to learn and a responsibility to do my best.
- I have a right to be myself and a responsibility to accept other's differences.
- I have a right to feel safe and a responsibility to look out for others.
- I have a right to be heard and a responsibility to listen to others.
- I have a right to excel and a responsibility to be a good sport.
- I have a right to use school property and a responsibility to respect it.
- I have a right to get help and a responsibility to ask for it.

With every right comes a responsibility. By taking responsibility, we make our school, our community, and our world a better place.

DISCIPLINE

BEHAVIOR EXPECTATIONS (STUDENT)

Overall, students are expected to follow all directives that are given to them by teachers, substitute teachers, teachers' aides, secretaries, custodians, cafeteria workers, bus drivers, mentors, and administrators. In short, students are expected to complete their classroom assignments and to treat everyone in the building respectfully and to do their part in keeping the building clean. In addition to the items in the Code of Conduct, the following items are enforced: Students are encouraged to help make their time at Norfolk Junior High both pleasant and beneficial. Students at Norfolk Junior High are expected to be safe, responsible, and respectful.

BUS CONDUCT

Riding school buses will be considered an extension of the school day; therefore, the following rules and regulations must be observed. Bus transportation is a privilege and student usage may be restricted for violations of bus regulations. The safety of students on the buses is our top priority and students who create unsafe conditions through their behavior or words will be disciplined accordingly. Misbehavior by students who choose to break these rules may be assigned consequences such as detentions, short/long term suspensions and removal from the bus completely. Students unable to ride the bus due to disciplinary action must make alternate ride arrangements.

Expectations for students riding school buses:

- Sit quietly and refrain from rowdy conduct.
- Be completely quiet when the bus is near a railroad crossing.
- Observe the same conduct as in the classroom and follow all school rules.
- Be courteous.
- Immediately comply with driver's directions.
- Profane language is not permitted.
- Eating or drinking while on the bus is at each driver's discretion.
- Keep the bus clean.
- Obey the bus driver.
- Absolutely no tobacco products or alcohol will be allowed.
- Respect others.
- Respect school property.
- Stay in your seat at all times.
- Keep head, hands and feet inside the bus at all times.
- The bus driver is authorized to assign seats.
- Have proper respect for homeowner's property while waiting for the school bus.
- Students may ride only their designated bus unless prior written permission has been received from an administrator.

Continuum of Consequences for Inappropriate Bus Behavior

These consequences are general guidelines and may be adjusted due to the duration, severity, and intensity of the situation.

1st Intervention: --Warning / Student conference with administration/ parent phone call / possible detention. Driver may assign student to different seat.

2nd Intervention: – Parent phone call / possible removal of bus privileges for the next day and/or up to seven school days. Possible detention/ ISS (1-3 days) / Bus letter sent home. Assigned seating on the bus for rest of quarter.

3rd Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for seven school days up to 30 school days. Possible ISS (3-5 days). Written plan for improvement will be developed and implemented. Bus letter sent home. Assigned seating on the bus for rest of the semester.

4th Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for up to 60 school days. Possible OSS (1-3 days). Written plan for improvement will be developed and implemented.

5th Intervention: Parent meeting with administration. Possible OSS (3-5 days). Removal of bus privileges for rest of school year. **These consequences are cumulative for the academic school year.**

Credit for Course Work during Suspension

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

Detentions

Detentions will be assigned to students who engage in irresponsible behavior. Detentions must be served after school unless permission granted by a school administrator to do it before school. Students unable to serve a detention on the date assigned must notify the office. Failure to appear for a detention will result in the detention time being doubled.

Discipline at School Functions

Students are expected to behave in an orderly and appropriate manner as listed in the district's **Rights and Responsibilities** and the school's discipline code while attending school or any school function on school grounds (parking lots included) or elsewhere. Students are also expected to follow school rules at activities (parking lots and activities near or in vehicles at Memorial Field are also subject to the code of conduct) and at any out of town school events. If students choose to act in an inappropriate fashion, they will receive consequences consistent with the severity, intensity, and frequency of their actions. Students may conference with teachers, parents, and/or administration and/or may receive detentions, in-school suspensions, out-of-school suspension, expulsions, or additional consequences as determined by administration as a result of inappropriate behavior. Detentions occur at the end of the school day from 3:30 pm to 3:50 pm. There are no morning detentions in the office. In-school suspension begins at 8:00 am and ends at 3:30 pm. Parents are encouraged to call teachers and the administration concerning discipline in the classroom or at other school functions.

DRESS CODE**STUDENT ATTIRE GUIDELINES**

Personal appearance and clothing worn to school should not violate the rules of decency, offend the standards of others, promote unsafe conditions, or detract from the educational process. Violators will be required to change into appropriate clothing. Students missing time from class to correct violations will be considered tardy. If parents or students have any questions, they should call school administrators at 644-2516 before they purchase clothing. When possible, we ask that parents examine student dress carefully before students leave for school. School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.

Criteria for Student Attire:

- Shirts that expose student midriffs are not permitted. All shirts worn must keep the top of the shoulder covered (tank top straps must be at least 2 inches in width), fit well in the armpit area, and not have a plunging neckline. **Shorts need to have a minimum 2.5 inch inseam.**
- Shoes must be worn at all times. Slippers are not permissible. Flip-flops and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with the school's policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or "double" meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school. Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- Caps, hats, and other headgear are not to be worn in the building. Once students are outside the building they may wear headgear in an appropriate fashion. Caps and hats must be stored in lockers.
- Wearing or carrying bandanas or colored handkerchiefs (by males and females) will also not be permitted. Bandanas or accessories that have been identified as possible gang paraphernalia will be confiscated immediately and will be returned only upon parent request and conference.

- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, cigarette brands, etc are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considerate appropriate
- Clothing usually worn as undergarments or pajamas cannot be worn as outer garments; (specifically boxer shorts) and will not be permitted.
- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Dress appropriately for the weather of the day. Skirts and dresses need to be a modest length meeting the same requirement as shorts.
- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest and must follow the 2.5 inch inseam rule.
- Spiked jewelry/accessories may not be worn at school or at school activities. Wallet chains are permitted as long as they are not over 12 inches in length. Any additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- Facial make-up, jewelry accessories, or body piercing must also be appropriate for school settings and not disrupt the learning environment. Jewelry or accessories worn through pierced body parts may be seen as unsafe. Students must remove these for physical education classes and/or other activities deemed necessary for a safe and orderly learning environment by the instructor or administration.
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waists.

The administration reserves the right to make decisions and make rule revisions at any time to protect the integrity of the educational programs and to assure the well being of all students.

Code of Conduct

This is the guide used by Norfolk Junior High to conduct disciplinary action. The code of conduct allows for interpretation by the administrative team. Assaults/ Fighting

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
A1	Assault on student without injury	OSS 3-5 days Notify parents and police. Possible recommendation for expulsion.	OSS 5 - 19 days Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
A2	Assault on student with injury.	OSS 5-10 days Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days Notify parents and police. Recommendation for expulsion.	
A3	Assault on school personnel, with or without result of injury	OSS 10-19 days Notify parents and police. Recommendation for expulsion.		
A4	Fighting	OSS 3-5 days Notify parents and police.	OSS 5 - 10 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.

Additional Information:

The level of violence may affect the length of the suspension.

If both students throw "punches," both are considered to have fought and using self-defense is not a defense.

Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight. Mediation (peer or adult assisted) may be a condition of a student's suspension.

Threats/ Intimidation

(The nature of the threats may affect the length of the suspension.)

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

Weapons, Firearms, Nuisance Items

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
B1	Weapon	ISS/OSS 5-19 days Retain the object. Notify parents & police. Possible recommendation for expulsion.	Retain object. Notify parents & police. Recommendation for expulsion.	
B2	Firearm	Mandatory 1 calendar year expulsion.		
B3	Nuisance or dangerous items; stink bombs, squirt guns, snowballs, etc.	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days Notify parents.	OSS 3-5 days Notify parents.

* Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility on page 37.

Drugs, Alcohol

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
C 1	Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation "Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 10-19 days. Notify parents and police. Refer to counselor for substance abuse intervention. Possible recommendation for expulsion.	Recommendation for expulsion.	
C 2	Selling or offering a controlled substance, or placebo/look-alike/imitation prescription drug, alcohol, and intoxicant of any kind.	Recommendation for expulsion.		
C 3	Possession of drug paraphernalia or sale of.	OSS 5-19 days. Notify parents and police. SCIP referral. Possible recommendation for expulsion.	OSS 10 -19 days. Notify parents and police. SCIP referral. Recommendation for expulsion.	Recommendation for expulsion.

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
D1	Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2	Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

Fire Setting, Arson, Graffiti

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
E1	Fire setting, arson	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.	
E2	Graffiti or causing damage to school property or private property.	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
E3	Signaling false fire alarm, tampering with/misuse of defibrillators, fire extinguishers or any dangerous / emergency equipment.	OSS 3-5 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion. Restitution as required.	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion. Restitution as required.	Recommendation for expulsion.

Theft

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
F 1	Theft or attempted theft of school or private property	ISS/OSS 1-3 days. Notify parents and may notify police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F 2	Wrongful possession of school or private property.	May ISS 1-3 days. Notify parents. May notify police.	May OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F 3	Knowingly receiving stolen school or private property.	ISS 1-3 days. Notify parents & may notify police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.

Tobacco, Lighters/ Matches

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
G1	Use, or offering to others, or possession of tobacco/vapor products (dipping, smoking, e-cigarettes, vapor products & etc.)	ISS/OSS 1-3 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 3-5 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 5 days. Notify parents. SCIP referral. Confiscate item (s).
G2	Possession or use of matches or lighter e-cig /vapor pipe, vape products, chewing tobacco or cigarettes.	ISS/OSS 1-3 days. Notify parents. Confiscate item(s).	ISS/OSS 3-5 days. Notify parents. Confiscate item(s).	OSS 5 days. Notify parents. Confiscate item(s).

Harassment

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
H 1	Written or Oral Harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background	Conference with administrator. Detention/ May ISS/OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.	OSS 3- 5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.

H2	Visual harassment: offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. Detention/ May ISS / OSS1-3 days. Possibly notify parents or police	ISS/OSS 1-5 days. Notify parents. Possibly notify police. Conference with administrator.	OSS 3-5 days. Notify parents. Notify police. Conference with administrator
H3	Physical Harassment: Intentional or obvious unwelcome or offensive physical contact	ISS/OSS 1-5 days. Notify parents & may notify police. Possible recommendation for expulsion.	OSS 1-5 days. Notify parents & police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents & police. Recommendation for expulsion.
H4	Sexting: Possession of images or sending sexually explicit photographs of minors via cell phone or other electronic devices.	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	

**** Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility on page 37. The victim of any harassment incident may take action beyond the scope of building discipline.

Violations of School Rules

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
I 1	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information.	Detention/ISS 1-3 days. Notify parents. Conference with administrator.	Detention/ISS/OSS 1-3 days. Notify parents. Conference with administrator.	ISS/OSS 3-5 days. Notify parents. Conference with administrator.

I 2	Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.	Detention/ISS 1-3 days Notify Parents Conference with administrator. Possible detention.	Detention/ISS/OSS 1-3 days. May OSS 1-3 days. Notify parents.	ISS/OSS 3-5 days. Notify parents.
I 3	Disruption while in ISS	OSS for the remaining day (s) of suspension. Re-serve ISS the following day.	OSS for the remaining day (s) of the suspension. Re-serve ISS the following day.	OSS for the remaining days of the suspension. Re-serve ISS the following day.

I 4	Use of electronic devices i.e. Cell phones, cameras, smartwatch, radios, laser pens, etc. Prior approval for educational purposes is exempt.	Teacher conference with student about appropriate use of electronic device.	Teacher conferences with student about appropriate use of electronic device. Teacher contact parent about inappropriate use of electronic device.	Confiscate device and bring to administration office.
I 5	"NO SHOW" to an after school detention assigned by an administrator or a tardy detention.	Detention doubled for first "NO SHOW".	ISS 1 day and serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.
I 6	Lunchroom misconduct.	Detention/ Supervisor may assign student alternative seating in the lunchroom.	Administrator may assign seating/ suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/ suspension from the lunchroom 1-10 days. Notify parents.
I 7	Inappropriate/Fraudulent use of school phone, computers or electronic devices.	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 3-5 days. Notify parents. Loss of privilege. May notify police.
I 8	Buying or selling food, drinks or any other unauthorized Material, including inappropriate /unauthorized use of student ID number.	Office Detention Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I 9	Falsifying or altering signatures; misrepresenting or calling self in.	Conference with teacher or admin. May ISS 1-3 days Notify parents.	ISS 1-3 days. Notify parents & admin.	OSS 1-3 days. Notify parents & admin.
I 10	Gambling in any form; pitching coins, dice, wagering with cards, etc.	Detention/ISS 1-3 days. Conference with administrator. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I 11	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents may pick up item at the end of the day. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up item. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up May ISS 1-3 days.

Truancy / Loitering

I 12	Truancy (1 Period)	Detention. Notify parents.	Detention/ISS 1-3 days. Conference with administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.
I 13	Truancy (2 or more Periods)	ISS 1-3 days. Conference with Administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.
I 14	Unauthorized entry into any unsupervised school area.	Conference with administrator. ISS 1-3 days. May notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents. May contact police.	OSS 1-5 days. Notify parents.
I 15	Loitering	Conference with administrator. May issue detention.	Detention. ISS 1 -3 days. Notify parents.	ISS 1-3 days. Notify parents.
I 16	Leaving school without following procedure	Conference with administrator. Notify parent. Student will be marked unverified. May ISS 1-3 days.	May ISS 1 –3 days. Notify parents. Student will be marked unverified	ISS / OSS 1-3 days. Notify Parents. Student will be marked unverified.

Miscellaneous Violations

I 17	Unprepared for class	Conference Teacher notifies parent.	Conference/ Detention Teacher notifies parent	Student/Teacher contract. Teacher notifies parent. Student and /or parent conference with team. Develop written plan of action.
I 18	Cheating on Tests and quizzes.	Student may make-up an alternate assignment/ assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation.	Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher.	Parent Conference at school w/ administration.

I19	Violation of other school rules and regulations.(i.e. Eating food outside the cafeteria, bringing pop into building, etc.)	Warning issued to student. Confiscate and retain items. Notify parents.	Detention 1-3 days. Administration may confiscate and retain items. Notify parents.	ISS 1-3 days. Administration may confiscate and retain items. Notify parents.
I20	Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I21	No show for a teacher detention.	Original detention to be served with teacher. Teacher will contact parent.	Office detentions. Teacher will contact parent	Detentions or may ISS 1 -3 days
I22	Misbehavior for a guest teacher	Detentions or consequences as assigned by the teacher. Teacher will contact parents.	Conference with administrator. Teacher notifies Parent. Office detention / May ISS 1-3 days Additional consequences may be administered by teacher.	May ISS (1-3 days). May OSS (1-3 days). Parent conference. Additional consequences may be administered by teacher.
I23	Bus Behavior: Additional consequences apply for repeated incidents after 3 rd intervention.	Warning/ Conference/ Parent Call Assigned seating. Possible detention.	Parent call. Possible removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I24	Dress Code	Warning. Clothing Changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I25	Continual Violation of School Rules	Parent Conference with an administrator. May OSS 1-3 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days

SOCIAL MORATORIUM

Students committing violations in Student Code of Conduct may also be issued a social suspension for up to the remainder of the current semester. Students receiving a social suspension would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions.

Norfolk Public Schools
Norfolk, Nebraska
August, 2021

Dear Students, Parents, and Guardians:

The Norfolk Public Schools' staff is excited to partner with you throughout the 2021-2022 school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

Norfolk Public Schools
Norfolk, Nebraska
August, 2021

The family of _____ (print student's name) received and had an opportunity to read the Rules and Regulations for Student Conduct and Students' Rights and Responsibilities, Harassment Policy, Internet

Policy, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities for the students in the Norfolk Public Schools. We understand that each student is responsible for becoming familiar with the handbook and know the information contained in it.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

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

Senior High Administration

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

Guidance Counselors Begin with Students Last Name

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

Administrative Assistants

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

NORFOLK HIGH SCHOOL
From the desk of the Principal

Dear Parents and Students of Norfolk High School,

Welcome to the 2021-2022 school year. I am excited and honored to serve as the principal of Norfolk High School. Along with this dedicated team of teachers and staff, I am ready to continue the process of creating exceptional and effective learning opportunities. Together, with your support, input, and cooperation, we can offer our students the best possible programs and opportunities.

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

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

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

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

Sincerely,

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

Norfolk Public Schools Vision Statement

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

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

Norfolk High Fight Song

On For Norfolk High School

On To Victory

Panthers of Norfolk

Always Fight For Thee RAH, RAH, RAH

On To Win The Battle

With All Our Might

Panthers Of Norfolk

Maroon And White

NHS Bell Schedules

8:00 am to 3:25 pm

Period

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

8:00 am to 2:00 pm

Period

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

Lunch Periods

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

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

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ACADEMIC INFORMATION

Academic Awards

Graduating with Honors

Students who graduate with honors will wear white cords at graduation. Students who earn this recognition in grades 9 - 12 must: Have a cumulative grade point average of at least 94%- 3.89

Graduating with Distinction

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

- Have a cumulative grade point average of at least 94%- 3.89
- Successfully complete four years of Math. Algebra 1 in eighth grade will satisfy one year.
- Successfully complete four years of literature and composition courses excluding Basic English I & II in addition to the Speech requirement.
- Successfully complete three years of Science, which may include only the following: Physical Science, Biology, AP Biology, Chemistry, AP Chemistry, Physics, AP Physics, Anatomy & Physiology.
- Successfully complete two years of the same Foreign Language.
- Successfully complete at least 50 credits each school year regardless of summer school attendance.
- Successfully complete at least one weighted grade course with a minimum non-weighted grade of 70% or a dual credit course.
- Not be an early graduate.

Graduating with Highest Distinction

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

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

Honor Roll

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

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

Norfolk Senior High All A’s Award

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

- All courses including nine-week courses count toward this award.
- First time award winners receive a Bronze Medal.
- Second time award winners receive a Silver Medal.

- Third time award winners receive a Plaque.

Norfolk Senior High Science Award

Students must have a cumulative grade point average of **at least 3.89**~~94%~~. Students must obtain a **3.0** ~~an 86%~~ or higher in at least four science classes in grades 10-12 with at least one class from each of the following categories:

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

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

- Cumulative grade point average of ~~92%~~ **at least 3.75**
- Composite ACT of 25 or higher or a comparable SAT score.

Academic Achievement Award:

- Cumulative grade point average of at least ~~94~~ **3.89**
- Completed during the current school year a minimum of fifty credits of which thirty credits were from English, math, science, and/or foreign language.

Principal’s List

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

College Visits

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

Finals Policy

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

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

Grade Classification

Students are classified annually according to the following credits:

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

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

Grading Scale

The grading system for Norfolk Public Schools is as follows:

Target Score	Percent Score	GPA Score	10% Advanced Placement Bump
4	100	4	4.4
3.5	99	4	4.4
3	98	4	4.4
2.5	89	3.375	3.7125
2	80	2.25	2.475
1.5	70	1	1.1
1	61	0	0

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

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

Minimum Required Course Load Per Semester

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

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

Physical Education Grades

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

Registration

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

Schedule Changes

Spring registration is considered final. Schedule changes will occur only if a mistake has been made in scheduling or if a student has failed required classes needed for graduation. The NHS Master Schedule of classes is composed, teachers are hired and assigned, rooms are assigned, facilities are built or adjusted, and supplies/materials are purchased based upon the number of students registered for specific classes. Therefore, wholesale schedule changing would not only affect the carefully planned outline of the student's high school career, but it would also nullify the efforts made in constructing a well-developed Master Building Schedule for all students and teachers. If you have a problem or discover a mistake in your schedule, continue to follow the assigned schedule until you visit with your counselor (an

appointment will probably be required). Do not miss the class in question while waiting for your counselor. Make an appointment before or after school or during a free period. If you do not present your teacher with a guidance appointment slip before you have a conference with your counselor, you will receive a grade of zero for the time(s) missed.

Required Courses for Graduating

Language Arts, **must include:** 40 credits

- 10 credits of English 9
- 10 credits of English 10
- 10 credits of composition/literature
- 5 credits of speech
- 5 credits of elective courses in the area of language arts

Social Studies, **must include:** 30 credits

- 20 credits of American History
- 5 credits of world cultures/geography
- 5 credits of government

Science, **must include:** 30 credits

- 10 credits of physical science
- 10 credits of biology
- 10 credits of elective courses in the area of science

Mathematics, **must include:** 30 credits

- 10 credits of algebra
- 10 credits of geometry
- 10 credits of elective courses in the area of mathematics

Physical Education: **must include:** 10 credits

Computer Technology: **must include:** 5 credits

Electives, **must include:** 85 credits

- Eighty-five credit hours of elective courses in the content area(s) of student's choice

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

Requirements for Graduation

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

Schedule Changes

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

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

Transfer Credit/Correspondence Courses

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

Weighted Grades

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

SCHOOL POLICIES AND REGULATIONS

Access to Records

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

Notice Concerning Directory Information

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

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

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

Activity Cards

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

After School Events

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

Attendance

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

Attendance - Prearranged Absences

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

Attendance - Tardiness:

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

Attendance - Truancies/Unexcused Absences

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

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

Attendance – Appeal Process

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

Book Bags/Backpacks/Duffel Bags

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

Bicycles

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

Birth Certificate

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

Breakfast Program

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

Cafeteria

A well-balanced Class "A" hot lunch is provided during the school year for all students. The School Board determines the cost of a lunch. All meals are served in the cafeteria. In addition to the regular lunch the Cafeteria provides several items ala Carte each day. Sack lunches must be eaten in the cafeteria or the student center. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TDD). USDA is an equal opportunity provider and employer." The forum area is not to be used for eating purposes. **Food, drink, or snack items may only be consumed in the cafeteria, the student lounge, or other designated area.** After eating you may visit in the cafeteria, student lounge forum. Because classes are being held, students may not loiter in the hallways or locker areas.

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

Nondiscrimination Statement

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

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

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

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Cell Phone/ Electronic devices Policy

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

conduct. Students refusing to turn over their device to a staff member will be sent to the office to meet with an administrator. **Norfolk Senior High is not responsible for loss of any of these items.**

Class Officer Nominations

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

Counseling Center

There are four Guidance Counselors at Norfolk Senior High School. Each one is assigned to a part of the alphabet. If you have a problem of any kind, feel free to go to the guidance office and visit with one of the counselors. Guidance services are for your benefit. The counselors can help make the most of your high school years and plan wisely for the future. Some of the more important matters, which the counselors can help you with, include the following:

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

Credit for Course Work during Suspension

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

Demographic Changes

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

Detentions

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

Discrimination

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

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

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

Emergency Exclusion:

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

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

Equal Treatment of Students

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

Procedures

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

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

Extra-Curricular Activity Participation

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

Fines

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

Grievance Procedure

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

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

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

Harassment

The Norfolk Public Schools prohibit any form of harassment against employees, applicants for employment, and students. Everyone has the legal right to come to school without being harassed. Harassment takes many forms, but in simple terms, threats, name calling, verbal and/or physical intimidation unwanted teasing, telling falsehoods, etc. are considered harassment. Students engaging in harassing behavior can expect to face disciplinary and possibly legal action. Anyone who feels he/she has been harassed should immediately

contact: Superintendent's Office, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2504. See the Norfolk Public Schools Harassment Policy in this handbook.

Hazing

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

Health Services

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

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

Homeless Students Policy

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

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

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

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a

school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

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

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

Identification Cards

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

Immunization / Physical Examination Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, 2021:

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

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

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

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

Lockers

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

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

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

Lost and Found

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

Make Up Work

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

Media Center

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

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

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

Multicultural Policy

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

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

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

National Honor Society

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

Open Campus

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

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

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

Parental Involvement In Education (LB 1161):

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

Parking

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

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

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

Violations will be ticketed:

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

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

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

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

Participation Fee

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

Passes

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

Passing Time

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

Permit to Leave the Building

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

Photographs/Press Releases

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

Physical Examinations

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

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

Police Interviews - Policy 5413

With the exclusion of the Norfolk Public School Resource Officer; law enforcement or juvenile officers will not be allowed to interview students at school during the school day without the school official making a reasonable effort to contact parents. *The building*

principal may grant exceptions to probation and parole officers who desire to meet with students who are already on probation and/or representatives of Social Services who are accompanied by law enforcement officers. If physical violence or a criminal act occurs at school, the school principal or designee may call the police without first receiving authorization from parents.

Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

Notice Concerning Designation of Law Enforcement Unit:

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

Notification Of Concern

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

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

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

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

Royalty Selection

Homecoming King and Queen:

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

- The senior boys will select the Queen candidates and the senior girls will select the King candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

Winter Royalty King and Queen:

- Candidates for the Winter Royalty King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two consecutive semesters prior to the election.
- Students who were candidates for Homecoming King and Queen and students who have graduated early will have their names removed from the lists. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- The senior boys will select the Queen candidates, and the senior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

Prom King and Queen:

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

School Dances

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

School Hours

Norfolk High School is open for general student usage from ~~7:40~~ 7:45am until 3:40 pm daily (~~7:40~~ 7:45 am to 2:15 pm on Wednesdays). Students meeting with teachers or involved in activities are expected to remain in those areas. Doors 1 and 16 will be opened for students on school days beginning at ~~7:30~~ 7:00 am and will be locked at 8:10 am. **Students arriving before 7:00 am may sit in the vestibule at door 1 or 16.** Students arriving ~~before 7:40~~ at 7:00 am will sit in the school cafeteria, **forum, or student lounge**. After school all students not meeting with teachers, in school activities, or in detention are to leave the building promptly.

School Nurse

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

Search and Seizure-Policy 5406

The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including drug sniff dogs, will be contacted when circumstances dictate.

Smoking and Profanity

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

Social Moratorium

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

Special Education

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

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

How does a child qualify for a special education program?

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

Staff Qualifications

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

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

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

Please note that Norfolk High school is not Title 1 school, however, Norfolk Public Schools does receive Title monies.

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

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

Student Behavior

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

Student Discipline

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

Student Dress Code-Policy 5101

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

Guidelines

- Advertising or promotion of violence/firearms, alcoholic beverages, tobacco, and illegal drugs is not permitted. This includes jewelry.

- Attire that contains vulgar or offensive language, or is sexually explicit, indecent, or lewd.
- All shirts worn must, fit well in the armpit area, and not have a plunging neckline
- Two-piece outfits must touch at the waist. Bare midriffs are not permitted. Skirts and dresses are to be appropriate and modest.
- Shoes must be worn at all times. Slippers are not acceptable.
- Clothing usually worn as undergarments cannot be worn as outer garments. All undergarments (ie; bra, underwear, boxer shorts etc.) should be covered at all times.
- The wearing of caps or hats or hoods will not be permitted. Caps or hats or hoods must be removed upon entering the building. Wearing or carrying bandannas or colored handkerchiefs will not be permitted. (Violations will result in hats and bandanas being confiscated until the end of the school year.)
- The wearing of jeans with holes, slashes, or cuts will not be permitted if they occur above mid-thigh.
- **In order for any clothing item(s) to be considered school appropriate they must cover a person's chest/cleavage, midriff, and buttocks at all times.**
- Chains that are connected at both ends to clothing or wallets/billfolds and are not longer than 12 inches will be permitted if the chain is appropriate for school.

Dress Code Violation Consequences

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

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

Student Rosters/Student Photos

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

Student Visitors

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

Student Withdrawal

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

Study Hall Expectations

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

Students may not:

- Talk without the instructor's permission.
- Change seats without the instructor's permission.

- Leave without a pass from the teacher.
- Sleep during study hall.
- Play games.

Students must:

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

Technology

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

Specifically, Norfolk Senior High School reserves the right to inspect all network files without specific permission with reasonable cause in the interest of system security and integrity. Norfolk Senior High School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain privacy, security and integrity of the Norfolk Senior High School's computing facilities.

Norfolk Senior High does not allow any copying of school-owned or licensed software or data to another computer system for personal or external use without prior approval. In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.

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

Telephones

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

Title VI Indian Education

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

Transportation Guidelines

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

Video Surveillance

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

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

STUDENTS' RIGHTS AND RESPONSIBILITIES IN NORFOLK PUBLIC SCHOOLS

AUGUST, 2021

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

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia

(except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-a-likes. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

The school district will provide a health curriculum that will include strategies of prevention and intervention designed to educate students on the use/abuse of alcohol and other substances.

Violations of this policy will be handled in accordance with the rules and regulations set forth in this document.

III. ATTENDANCE POLICY

- A. Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness.
- B. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR: SUSPENSION OR EXPULSION

Conduct which violates the rules and regulations and policies adopted by the Board of Education and as set forth below will subject the student to disciplinary action. Disciplinary action may be, but is not limited to:

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.
- D. Requirement that the student remain in school after regular hours, summers and Saturdays to complete additional work.
- E. Restriction of participation in extracurricular activity.
- F. Involving law enforcement and/or social service agencies.
- G. **Short-term suspension:** Any student may be excluded from the Norfolk Public Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below. Also reference Board Policy 5101

1. Circumstances warranting short-term suspension:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts.
- b. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
- c. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education. Some **objectionable activities or behavior** which could result in short-term suspensions are as follows:
 - 1. Refusal to comply with reasonable standards of behavior established by teachers or building administrator.
 - 2. Use of abusive or profane language.
 - 3. Fighting.
 - 4. Willful truancy or willful and repeated tardiness.
 - 5. Vandalism, theft or pilferage of property belonging to the school district staff members or students.
 - 6. Engaging in the unlawful possession, being under the influence of, selling, dispensing, or use of an illegal substance, tobacco or alcoholic beverage.
 - 7. Committing any other act or becoming involved in any other activity, which causes a disruption in the normal educational opportunity for other students.
- d. If the student's conduct presents a clear threat to the physical safety of himself/herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- e. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska law.

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator (Assistant Principal/ Dean of Students) is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified, the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon, as is reasonably possible.
- e. Such suspension may be either "in-school," where in a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where in a student is not permitted to be present on school property. **In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.**
- f. Opportunity will be given students so suspended to make up work missed.
- g. If the building administrator makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian must appeal with the Building Head Principal within 5 school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the building administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within three calendar days from the date that the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Building Head Principal.

Long-term suspension/expulsion:

Long-term suspension shall mean the exclusion of a student from attendance in all schools within the Norfolk Public School System for a period of time exceeding five but less than twenty school days. **Expulsion** shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances
 - **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
 - **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
 - **Special circumstances involving firearms.** Expulsion period not less than one calendar year.

2. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.

- b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
- c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
- f. Students are forbidden, knowingly or voluntarily, to bring to school, possess. Handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds.

Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.

- g. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

- any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
 - any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.
- h. Engaging in the unlawful possession being under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.
 - i. Public indecency.
 - j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
 - k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
 - l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school, purposes.

Procedure for long-term suspension/expulsion:

The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal (Head Building Principal, Assistant Principal) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory

- reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
 - c. Such written notice shall include the following:
 - 1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 - 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 - 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 - d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
 - f. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
 - g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
 - h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
 - i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined in Section G.1.c. above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

NORFOLK, NEBRASKA

STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

August, 2021

The following rights and responsibilities are designed to strengthen self-discipline, to enhance physical and mental conditioning, to improve the health of the participant, and to provide due process to protect all students participating in extracurricular activities while attending the Norfolk Public Schools. It is the belief of the Norfolk Public Schools that students participating in activities should be held to a higher standard.

All students in grades 9 - 12 may be excluded from participation in extracurricular activities for the following infractions:

- Conduct constituting grounds for suspension or expulsion from the academic program as established in board policy.
- Any other violation of rules or standards of behavior under this policy.

Such exclusion shall be made only after the building administrator has made an investigation of the alleged conduct or violation and has determined that the student is guilty of the rules or standards of behavior contained in this policy. Before the exclusion(s) shall take effect, the student shall be given oral or written notice of the charges, an explanation of the evidence the authorities have, and an opportunity to present his/her version of the incident.

Activities Covered

All students engaged in activities, such as:

- Interscholastic activities, including but not limited to, speech, debate, band, choir, orchestra, DECA, FFA, FBLA, and athletics;
- Elected to a position of responsibility, including but not limited to, class officer, student council, or position of responsibility in any school activity;
- Representing the school in all school sponsored activities, including but not limited to, drama, Pink Panthers, band, and cheerleaders; or
- Honor Positions, including but not limited to Homecoming, Winter Royalty, and Prom will be governed by the following rules.

These rules apply to student conduct during the entire calendar year. If a student violates one or more of these rules, he/she shall be subject to discipline as described in this policy.

Eligibility

In order to compete in Nebraska School Activities Association sanctioned activities, and all school sponsored activities, students must:

- Successfully complete 20 academic credits the prior semester and,
- Be enrolled in 20 academic credits during the current semester.

Rules/Standards

The following rules and standards concerning student conduct for extracurricular activities are established to assist the Norfolk Public Schools in carrying out the function of the activity. The infractions are:

1. Possess, use, be under the influence of, sell or distribute alcohol or illegal drugs or possess drug paraphernalia.
 - a. In alcohol/drug related incidents, school administration shall recommend to families that students have an alcohol/drug evaluation performed by a qualified drug/alcohol counselor. The purpose of the evaluation is to help the individual student and the family. A list of local agencies is available from the principal, school nurse, or guidance counselor.
2. Possession or use of tobacco.
3. Engaging in any activity which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the state of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
4. Classified as a Class IV or V Misdemeanor under the following categories:
 - a. Tobacco use by minors
 - b. Minor misrepresenting age to obtain tobacco
5. Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
6. Violation of the Norfolk Public Schools' Harassment Policy.
7. Offenses which are not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be unacceptable.

Committing any act, which is classified as a felony by the State of Nebraska, may be considered a third offense under the exclusion section of this policy.

The above listing is not inclusive and the administration and school reserves the right to deal with all infractions and violations on an individual basis. All violations will be dealt with in an equitable manner.

A committee will be formed to deal with and interpret violations not listed or in question. The committee membership will be representative of the entire School Staff.

Exclusions

Exclusion(s) is (are) to take place in the activity or activities that the student is currently engaged in or in the next activity in which the student participates.

Students will not be allowed to serve exclusion in an activity if they were not involved in that activity the prior season or school year. They will not be allowed to participate in any other activity until the suspension is completed.

First Offense

When a student violates one of the previously listed infractions the building administrator (Assistant Principal) will exclude that student from their current activity or activities or their next activity for a term equal to one-fourth of the season.

Self Reporting

On a student's first violation of a rule listed in this policy, the student may reduce the exclusion from the activity or activities by one-half by:

- Self-reporting to the school administrator or current activity coach/sponsor within the first school day after the violation occurs, including Summer School days.

Self-reporting is an admission that the student violated a rule.

And

- In drug/alcohol violations completing an evaluation performed by a qualified drug/alcohol counselor/ (at the parent's/student's expense) and following the recommendations.
- In other violations an intervention with the student, parent, coach, Activities Director, and Counselor will be held. Students that violate a rule at school, at a school activity, or being witnessed by a school staff member may not Self-Report.

The Self-Report option is only available for first-time offenders once during their high school (grades 9-12) career.

Second Offense

The second time a student violates one of the previously listed individual rule or a combination of rules the building administrator will exclude the student from their current activity (activities) and/or their next activity for the equivalent of an entire season.

Third Offense

When a student accumulates a third violation of an individual rule or combination of rules listed previously the building administrator will exclude that student from extracurricular activities for a period of 12 months.

Fourth Offense

Any student accumulating four violations of an individual rule or combination of rules in paragraph I.A. of this policy will be excluded from extracurricular activities for the remainder of their high school career.

Procedures Of Disciplinary Consequences

Disciplinary consequences are to be administered with as much uniformity as possible. Students who are excluded from participation in extracurricular activities will be provided due process.

- A. The administration shall, as soon as is reasonably possible:
 - Summarize in a written statement to the student and the student's parent or guardian, the student's alleged conduct or violation of the rules or standards.
 - Make a reasonable effort to establish a conference between the parent or guardian and the student with the appropriate personnel before the student rejoins the activity.
 - File a copy of the written summary with the Building Head Principal.
- B. If the administrator makes a decision to discipline a student who is participating in an extracurricular activity and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian shall file the appeal within five school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within seven calendar days from the date that the appeal is received.
- C. If the parent or guardian does not accept the decision made by the Building Head Principal, he/she may appeal, within five school days, to the Director of Student Services. The Director of Student Services shall review the incident and the disciplinary action imposed by the Building Head Principal. The Director of Student Services shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- D. If the parent or guardian does not accept the decision made by the Director of Student Services, he/she may appeal, within five school days, to the Superintendent of Schools. The Superintendent shall review the incident and the disciplinary action imposed by the building administrator and/or the Director of Student Services. The Superintendent shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- E. If the parent or guardian does not accept the decision made by the Superintendent of Schools, he/she may appeal to the Norfolk Public Schools' Board of Education, within five school days. The Board of Education shall review the incident and the decision made by the Superintendent of Schools. They shall inform the parent or guardian of their decision within thirty calendar days from the date that the appeal is received. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services, the Superintendent of Schools or the Board of Education.

NORFOLK PUBLIC SCHOOLS/SENIOR HIGH STUDENT FEE POLICY #5416

STUDENT FEES POLICY

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

The District's policy is to provide for the free instruction in accordance with the Nebraska Constitution, state and federal law. This means that the District's policy is to provide free instruction for all courses, activities and programs which are offered in the district by providing staff, facility, equipment, and materials that is necessary without charge or fee to the students. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided the opportunity for a fee waiver or be provided the necessary materials or equipment without charge. A student who qualifies for the free or reduced price lunch and breakfast program is not required to participate in the free or reduced price lunch and breakfast program for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity and prior to purchase of the materials. Some examples are: (1) Items necessary for all state required and elective courses offered by the district. (2) Participation in extracurricular activities and use of a musical instrument in optional music courses that are not extracurricular activities. Waivers will be updated annually by specific grade level and can be found on the school website or by contacting the specific building the student attends. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

The School Board will have a Student Fee Fund established which is for the purpose of tracking all student fee receipts and expenditures. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

Instructional / Extracurricular and Miscellaneous Fee Guidelines

- (1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- (2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable. (3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made

available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(5) Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.

(7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

(8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will receive one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.

(10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

. Guidelines on Activities, programs and services where student fees are not waived

(1) Participation in before-and-after-school or pre-kindergarten services: Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.

(3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

(4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.

(5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota). Vocational Student Organizations

(including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

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Student Fee List

Activity Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of \$35.

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of \$50, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form, prior to the start of their first activity.*

Activity Fees' Requirements – Grades 9-12 (as follows)

Activity	Senior High (Gr. 9-12)
Participation Fee w/ Activity Card	\$50.00/year (All NSAA Activities)
Band Instrument Rental (School Owned)	\$38.00 / semester
Band shoes	\$37.00/year
Band Uniform Cleaning	\$15.00/year
Baseball Hats	\$25.00/year
Cheerleading uniform (Shell, Skirt, Pom's and Shoes)	\$125.00/year
Choir Robe Cleaning	\$15.00/year
Show Choir Performance Outfit	\$100 to \$250.00/year
Flags/Color Guard	Up to \$300.00/year
Golf shirt	\$30.00/year
Graduation Cap & Gown	\$50.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests	\$25.00/year
Participation Fee	\$15/year (Non-NSAA Activities)
Pink Panthers (Shell, Skirt, Pom's and Shoes)	Uniform \$125.00
Soccer Shin Guards/socks	30.00/year
Summer School	\$20.00 per session
Swimming	\$10 cap + \$100.00 Swimsuit
Technology Fee	\$35.00/year

Tennis Boys	\$40.00 top and bottom
Tennis Girls	\$70.00 top and bottom
Volleyball	\$25.00 (Knee Pads & shorts)/year

**Courses that include projects that students may keep upon completion will be required to have project cost projection sheets completed AND signed by the student, parent and instructor, prior to beginning work on the project.

Athletic Physicals

The Nebraska School Activities Association (NSAA) requires that students involved in athletics be required to have a physical annually.

Recommended for Specific Courses

- Graph Paper-Math
- Compass-Geometry
- Protractor-Geometry
- Scientific Calculator-Algebra 2 and above
- Graphing Calculator-Algebra 2 and above
- Mechanical Pencils/Erasers-Drafting
- Safety Glasses-All Shop & Ag Courses

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations and policies developed for the safe and efficient operation of the school are not student fees.

Parking Permits

Students driving to school and parking on school grounds must register with the school office to obtain a parking permit. Vehicles parked on school grounds without a parking permit are subject to fines and may be towed at the expense of the owner of the vehicle. There is a \$5 cost to obtain the permit. There will be a \$5 charge to replace lost or damaged permits.

Graduation Caps and Gowns

In order to participate in commencement exercises students are required to purchase a cap and gown.

Fund Raising

Students may be required to partake in fundraising activities in order to participate in extracurricular activities. If fundraising is required for a particular extracurricular activity, any student participating in such activity shall be expected and required to participate equally and share equally in whatever funds are raised.

Penalties

Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, a transcript, or credit for coursework completed for failure to pay student fees.

Student Fee Fund

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school District fund by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Severability Clause

If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

On, **April 13, 2020** the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2008-09 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open meeting in compliance with the public meeting laws. See amended date at bottom of page.

Legal References:

Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act) Neb. Constitution, Article VII, Section 1.

Neb. Rev. Stat. 79-241, 79-605, and 79-611 (transportation)

Neb. Rev. Stat. 79-2,104 (student files or records)

Neb. Rev. Stat. 79-715 (eye-protective devices)

Neb. Rev. Stat. 79-737 (liability of students for damages to school books)

Neb. Rev. Stat. 79-1104 (before and after school or pre-kindergarten services)

Neb. Rev. Stat. 79-1106 to 79-1108.03 (accelerated or differentiated curriculum)

Date of Adoption: July 18, 2002.

Amended on: **April 13, 2020**

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The Norfolk Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Student Services—512 Philip Avenue, Norfolk, NE 68701 (402) 644- 2500 Employees and Others:
Resources Director—512 Philip Avenue, Norfolk, NE 68701 (402) 644-2500

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The Norfolk Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

*The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation **will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.*

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.*
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.*

c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,

b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and

c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g: 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent **within five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators: Designated compliance coordinators will be responsible for:

a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.

c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).

- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. *Preventive Measures: The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with antidiscrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.*

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

Internet Policy

The Board of Education will provide Internet services to teachers and students to promote educational excellence in the Norfolk Public School District by facilitating resource sharing, innovation, and communication.

To teach appropriate strategies for accessing information for research and education, this school district offers access to Internet and other computer networks, subject to the rules and procedures to be set by the Board of Education, or its designee, as to such access and use.

Internet Safety and Acceptable Use--Policy 6800-will be distributed as a separate handout. Parent and student sign-offs will be required.

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

District Truancy Policy

Additional information regarding student attendance and excessive absenteeism is available on-line under Board of Education Policy 5008.

Norfolk Senior High School Code of Conduct

Students are encouraged to help make their time at Norfolk Senior High School both pleasant and beneficial. Students are expected to:

Act in a responsible manner following all rules and regulations of Norfolk Senior High and the Norfolk Public Schools

- Respect each person's individuality and his/her right to an education.
- Act appropriately and work cooperatively with everyone in the building.
- Attend all classes, coming to each class with required materials, to include completing assignments.
- Never verbally or physically abuse or harass anyone.
- Respect authority and comply to directions appropriately.
- Use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff, and other students.
- Respect the property of others.
- Constantly work to improve.

Those offenses that on their own may not lead to long term suspension or expulsion, if repeated, may lead to long term suspension or expulsion.

This is the guide used by Norfolk Senior High School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

Infraction	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence
A1 Assault on student without injury	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
A2 Assault on student with injury	OSS 5-10 days Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.	

A3 Assault on school personnel, with or without result of injury	OSS 10-19 days Notify parents and police. Recommendation for expulsion.		
A4 Fighting	OSS 3-5 days. Notify parents and police.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.

- The level of violence may affect the length of suspension.
- *If both students “swing”, both are considered to have fought and using self-defense is not a defense.*
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.

A5 Threats, intimidating, or menacing another student including hazing.	ISS 1-3 days. May OSS 1-3 days. Notify parents, may notify police.	OSS 3-5 days. Notify parents, may notify police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.
A6 Threats, intimidating, or menacing school personnel.	OSS 1-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents. Recommendation for expulsion.	
A7 Swearing at school personnel	OSS 3-5 days. Notify parents and remove from the class.	OSS 5-19 days. Notify parents. Possible recommendation for expulsion.	Recommendation for expulsion.
A8 Initiating a real or perceived threat on the school ie bomb threat, shooting threat etc.	OSS 5-19 days. Notify parents, police, and/or fire marshal. Recommendation for expulsion.		

Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO. propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance

that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles; 5) Tasers.

From the Norfolk Public Schools Rights and Responsibilities:

Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term “firearm” as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means

- A. any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
- B. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
- C. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
B1 Weapon	OSS 10-19 days. Retain the object. Notify parents and police. Possible Recommendation for expulsion	Retain the object. Notify parents and police. Recommendation for expulsion.	
B2 Firearm	Mandatory 1 calendar year expulsion.		
B3 Nuisance or dangerous items: stink bombs, squirt guns, snowballs, etc.	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
C1 Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/ imitation “Under the influence” means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 10-19 days. Notify police. Recommend drug/alcohol evaluation. Possible recommendation for expulsion.	Recommendation for expulsion.	

C2 Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind or placebo/lookalike/imitation	Recommendation for expulsion.		
C3 Possession of drug paraphernalia and or sale of.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion. SCIP referral.	OSS 10-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
D1 Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2 Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.
E1 Fire setting, arson.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for		

	loss. Recommendation for expulsion.		
E2 Graffiti or causing damage to school property, private property	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
E3 Signaling false fire alarm, tampering with equipment or extinguishers.	OSS 3-5 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.
F1 Theft or attempted theft of school or private property.	ISS/OSS 1-3 days. Notify parents and police. Reimburse for loss. Possible recommendation for OSS/expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.

F2 Wrongful possession of school or private material	ISS 1-3 days. Notify parents. May notify police.	OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F3 Knowingly receiving stolen school property.	ISS 1-3 days. Notify parents. Possible notification of police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
G1 Smoking, offering to others, or use of tobacco / vapor products. (dipping, smoking, e-cigarettes, vapor products & etc.)	ISS/OSS 1-3 days. Notify parents. SCIP referral.	OSS 3-5 days. Notify parents.	OSS 5 days. Notify parents.
G2 Possession of matches, lighter, e-cig /vapor pipe, vape products, chewing tobacco or cigarettes.	ISS/OSS 1-3 days Confiscation of items matches, lighter, or cigarettes. Notify parents.	ISS/OSS 3-5 days. Confiscation of items matches, lighter, or cigarettes. Notify parents.	OSS 4-5 days. Confiscation of items matches, lighter, or cigarettes. Notify parents.
H1 Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic, or verbal comments about an individual's body of a sexual nature or racial background.	Conference with administrator. May ISS/OSS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
H2 Visual harassment: offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. May ISS/OSS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
H3 Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	OSS 1-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-10-19 days. Notify parents and police. Recommendation for expulsion.
H4 Sexting: Sharing or sending sexually explicit photographs of minors via cell phone or other electronic devices	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	

I1 Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.	Detention/ ISS 1-3 days. Notify parents.	Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents.	ISS/OSS 3-5 days. Notify parents.
I2 Disruption of school activities, i.e. excessive talking, horseplay, play fighting, misuse of passes, etc.	Detention/ ISS 1-3 days. Notify parents. Conference with administrator. May assign detention.	Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents.	ISS/OSS 3-5 days. Notify parents.
I3 Disruption while in ISS	OSS for the remaining day (s) of suspension. Re-serve ISS the following day. OSS for the remaining days of suspension.	OSS for the remaining days of suspension	OSS for the remaining days of suspension
I4 Use of electronic devices i.e. Cell phones, cameras, smartwatch, radios, laser pens, etc. Prior approval for educational purposes is exempt	Student will be asked to put the phone away where it cannot be accessed	Staff member will confiscate the phone and return it at the end of the period	Confiscate device. Bring to administration-office
I5 NO SHOW to after school detention assigned by an administrator within the given time.	Detention will double or may be assigned to ISS.	Detention will double or may be assigned to ISS..	
I6 Any lunchroom misconduct	Detention.	Suspension from lunch 1-5 days. Notify parents.	Suspension from lunch 1-10 days. Notify parents.
I7 Inappropriate or Fraudulent use of school or public phone/computer/or electronic devices	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 3-5 days. Notify parents. Loss of privilege. May notify police.
I8 Buying or selling food, drinks, or any unauthorized use of a student id number.	Detention. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.

I9 Falsifying or altering signatures, misrepresenting or calling self in	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I10 Gambling in any form: pitching coins, dice, wagering with cards, etc.	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I11 Wrongful use of skateboard, roller blades, bicycles, etc. on school property	Confiscate. Notify parents. May ISS 1-3 days. Parents must pick up.	Confiscate. Notify parents. May ISS 1-3 days. Parents may pick up at the end of the year.	
I12 Truancy (1 period)	Detention.	Detention Notify parents.	Notify parents. Detention/may assign ISS.
I13 Truancy (More than 3 periods)	Assign to ISS. Notify parents.	Assign to ISS. Notify parents.	Assign to ISS. Administration may remove from course. Notify parents.
I14 Unauthorized entry into any unattended school area	ISS 1-3 days. Notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents.	OSS 1-5 days. Notify parents.
I15 Loitering	Conference with administrator. May issue detention. May contact parents.	Detention. Notify parents. Loss of open campus. May notify police.	ISS 1-3 days. Notify parents. Notify police.
I16 Leaving or entering school without following procedure	Detention.	Detention.	Student will be assigned a detention and assigned to ISS.
I17 Unprepared for class	Warning issued to student by teacher.	Student/teacher contract. Copies to counselor and assistant principal. Teacher notifies parent.	A parent conference must be held with the teacher and an administrator.
I18 Cheating on Tests and quizzes.	Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation.	Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment /assessment at a time convenient for the teacher.	Parent Conference at school w/ administration.

I19 Willful violation of other school rules and regulations (i.e. Eating in forum, bringing pop into the building, dress code violation, etc)	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	Detention. May include Saturday School. Parent conference. May confiscate and retain items for parents. Clothing changed or corrected.	
I20 Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I21 No show for Teacher detention	Remind student about detention. Parent contacted by teacher.	Teacher refers student to Administration for detention.	Student will be assigned to ISS.
I22 Misconduct for a Guest Teacher	Detention. Parent Contacted by Teacher	Teacher refers student to Administration for detention	Student will be assigned to ISS
I23 Bus Behavior: Additional consequences apply for repeated incidents after 3 rd intervention	Warning/ Conference/ Parent Call Assigned seating. Possible detention.	Parent call. Possible removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I24 Dress Code	Warning. Clothing changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I25 Continual violation of school rules	Parent Conference with an administrator. May OSS 1-3 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days.
I26 Freshmen, Sophomore and Junior students violating the closed campus policy	Detention.	2 Detentions.	3 Detentions. Consequences will increase to ISS and then to OSS.
I27 Willful violation of automobile/motorcycle procedures parking and/or driving	\$5 parking fine. Student Conference with Security/SRO	\$15 parking fine, student conference and parent contact.	\$30 fine, referral to administration, possible loss of parking privileges EVERY Parking violation after the 3 rd ticket will be \$30 fine for each one thereafter.

I28 Violation of Tardy Policy	Detention.	Detention May contact parent.	Excessive Tardies will require further disciplinary actions.
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Social Moratorium

Students committing violations in Student Code of Conduct areas may also be issued a social suspension for up to the remainder of the current semester. Students receiving a social suspension would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions.