

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. Public Comments & Communication
5. 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
6. Committee Reports
 1. Facilities & Finance Committee Report
 2. Policy Committee Report
 3. Norfolk Public Schools Foundation Committee Report
7. Approve Consent Agenda
 1. Minutes of Previous Meetings
 2. Claims
8. Action Items
 1. Discuss, consider and take action to approve the following resignations -- pending suitable replacements
 2. Discuss, consider and take action to approve contracts
 3. Discuss consider and take action to grant permission to solicit bids for 2022-2023 student chromebooks and teacher laptops
 4. Discuss, consider and take action to grant permission to sell old chromebooks to recycling company
 5. Discuss, consider and take action to approve the 2021-2022 Substitute Staff Handbook
 6. Discuss, consider and take action to approve the first reading of policies: 1200, 3560, 4002, 4003, 4190, 4260, 5001, 5401, and 6380
 7. Discuss, consider and take action to approve board policies 3132 (internal controls), 1110 (bulletin boards), 4025 (professional boundaries), and 6212 (assessments and academic content standards)
9. Future Meetings
10. Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual

1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
 2. Reconvene Meeting from Executive Session
 3. Approval of Any Action Deemed Necessary as a Result of Executive Session
11. Adjournment

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending June 30, 2021

Fund/Account	2020-2021 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$3,138,730.93	\$187,709.26	\$70,797.10	\$3,255,643.09	
SPECIAL BUILDING FUND (2)	\$5,591,432.52	\$624,183.63	\$0.00	\$6,215,616.15	
DEPRECIATION RESERVE FUND (2)	\$7,693,956.28	\$859.46	\$20,430.00	\$7,674,385.74	
ACTIVITIES ACCOUNT (2)	\$755,966.45	\$45,787.92	\$47,069.97	\$754,684.40	
SUBSIDIARY ACCOUNT (2)	\$392,742.68	\$141,546.85	\$146,489.41	\$387,800.12	
GENERAL FUND (1)	\$18,401,410.90	\$8,743,726.96	4,373,233.26	\$22,771,904.60	
PAYROLL ACCOUNT (2)	\$5,705.78	\$3,775,357.62	\$3,775,403.96	\$5,659.44	
SCHOOL LUNCH FUND (2)	\$1,257,989.39	\$213,623.71	\$208,514.80	\$1,263,098.30	
BOND FUND (3)	\$3,158,458.35	\$266,643.03	\$0.00	\$3,425,101.38	
COOPERATIVE FUND (2)	\$286,324.53	\$5,015.45	\$47,347.63	\$243,992.35	
EMPLOYEE BENEFIT FUND (2)	\$4,711.05	\$0.58	\$0.00	\$4,711.63	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$387,765.85	\$21.77	\$0.00	\$387,787.62	
CONVENIENCE FEE FUND (2)	\$8,799.57	\$37.09	\$24.16	\$8,812.50	
STUDENT FEE FUND (2)	\$337,422.81	\$4,378.06	\$476.50	\$341,324.37	
TOTAL ALL FUNDS	\$41,421,417.09	\$14,008,891.39	\$8,689,786.79	\$46,740,521.69	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$22,771,904.60	
(2) ELKHORN VALLEY BANK				\$20,543,515.71	
(3) MIDWEST BANK				\$3,425,101.38	
TOTAL BALANCES				\$46,740,521.69	

JUNE 2021 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	ASPI SOLUTIONS INC	ENTRY SYSTEM	13 2900 610 2 535 001	\$51.00
2			13 2900 610 2 542 001	\$51.00
3			13 2900 610 2 554 001	\$420.00
4	ASPI SOLUTIONS INC Total			\$522.00
5	BARNHILL, ERIN	SCHOLARSHIP	13 2900 610 2 618 001	\$500.00
6	BARNHILL, ERIN Total			\$500.00
7	BECKER, MADELINE	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
8	BECKER, MADELINE Total			\$300.00
9	BRADLEY, AARON	RUSHMORE SHADOWS DEPOSIT &	13 2900 610 2 231 001	\$399.00
10	BRADLEY, AARON Total			\$399.00
11	BRANZ, JORDYN	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
12		POST PROM SCHOLARSHIP	13 2900 610 2 591 001	\$275.00
13	BRANZ, JORDYN Total			\$575.00
14	CENTRICITY	APPAREL	13 2900 610 2 569 001	\$72.00
15	CENTRICITY Total			\$72.00
16	CHRISTIAN, ETHAN	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
17	CHRISTIAN, ETHAN Total			\$300.00
18	CLARK, SHAYLA	CAMP REFUND	13 2900 610 2 514 001	\$30.00
19	CLARK, SHAYLA Total			\$30.00
20	COLLEGE BOARD	AP EXAMS	13 2900 610 2 576 001	\$2,065.00
21	COLLEGE BOARD Total			\$2,065.00
22	CONCORDIA UNIVERSITY	CAMP REGISTRATION	13 2900 610 2 547 001	\$500.00
23	CONCORDIA UNIVERSITY Total			\$500.00
24	CUSTOM SPORTS	APPAREL	13 2900 610 2 514 001	\$150.00
25		CAMP SHIRTS	13 2900 610 2 512 001	\$980.00
26			13 2900 610 2 513 001	\$1,238.00
27			13 2900 610 2 547 001	\$954.00
28		UCA CAMP ATTIRE	13 2900 610 2 517 001	\$570.00
29	CUSTOM SPORTS Total			\$3,892.00
30	DIVOT'S CONFERENCE CENTER	PROM FACILITY RENTAL & FOOD	13 2900 610 2 582 001	\$4,825.58
31	DIVOT'S CONFERENCE CENTER Total			\$4,825.58
32	DOUG BROWN MEMORIAL SUMMER	REGISTRATION	13 2900 610 2 547 001	\$275.00
33	DOUG BROWN MEMORIAL SUMMER Total			\$275.00

34	EASLAND, MALLORY	BOOSTER SCHOLARSHIP	13 2900 610 2 591 001	\$750.00
35	EASLAND, MALLORY Total			\$750.00
36	FRESHMAN STATE	NIELSEN REGISTRATION	13 2900 610 2 558 001	\$250.00
37		SEVERANCE REGISTRATION	13 2900 610 2 558 001	\$250.00
38	FRESHMAN STATE Total			\$500.00
39	GARCIA, SKYLAR	SCHOLARSHIP	13 2900 610 2 618 001	\$500.00
40	GARCIA, SKYLAR Total			\$500.00
41	GODFATHERS PIZZA NORFOLK	PIZZA	13 2900 610 2 502 001	\$240.00
42		UNIFIED TRACK MEAL	13 2900 610 2 529 001	\$40.98
43	GODFATHERS PIZZA NORFOLK Total			\$280.98
44	GROSH BACKDROPS & DRAPERY	MUSICAL BACKDROP LATE FEE	13 2900 610 2 523 001	\$400.00
45	GROSH BACKDROPS & DRAPERY Total			\$400.00
46	GUBBELS, SKYLER	2/27 SPEECH JUDGE	13 2900 610 2 522 001	\$80.00
47	GUBBELS, SKYLER Total			\$80.00
48	HARTHOORN, ANNIKA	POST PROM SCHOLARSHIP	13 2900 610 2 591 001	\$275.00
49	HARTHOORN, ANNIKA Total			\$275.00
50	HEIMES, ISAAC	BOOSTER SCHOLARSHIP	13 2900 610 2 591 001	\$750.00
51	HEIMES, ISAAC Total			\$750.00
52	INDRA, LEE	CAMP REFUND	13 2900 610 2 231 001	\$30.00
53	INDRA, LEE Total			\$30.00
54	JOHNSON, CECYLIA	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
55	JOHNSON, CECYLIA Total			\$300.00
56	JOSTENS	COACHING INCENTIVE	13 2900 610 2 529 001	\$275.00
57	JOSTENS Total			\$275.00
58	KALIN, KARLY	BOOSTER CLUB	13 2900 610 2 591 001	\$750.00
59		LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
60	KALIN, KARLY Total			\$1,050.00
61	KALOUS, TRAVIS	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
62	KALOUS, TRAVIS Total			\$300.00
63	KOEPKE, SAVANNAH	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
64	KOEPKE, SAVANNAH Total			\$300.00
65	KORTH, JAMIE	FACILITY RENTAL/SUPPLIES/FOOD	13 2900 610 2 268 001	\$566.81
66	KORTH, JAMIE Total			\$566.81
67	LEGENDS FOOTBALL CAMP	8 PLAYER REGISTRATIONS	13 2900 610 2 528 001	\$1,720.00

68	LEGENDS FOOTBALL CAMP Total			\$1,720.00
69	LICKING, CALEB	CAMP CLINICIAN	13 2900 610 2 562 001	\$1,000.00
70	LICKING, CALEB Total			\$1,000.00
71	LINCOLN EAST HIGH SCHOOL	5/5 ENTRY FEE	13 2900 610 2 541 001	\$80.00
72	LINCOLN EAST HIGH SCHOOL Total			\$80.00
73	LINGENFELTER, MADELYN	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
74		STUCO SCHOLARSHIP	13 2900 610 2 568 001	\$250.00
75	LINGENFELTER, MADELYN Total			\$550.00
76	LOVE SIGNS, INC	DOOR DECAL	13 2900 610 2 503 001	\$50.00
77	LOVE SIGNS, INC Total			\$50.00
78	LUNDSTROM, BEN	NHS STAFF SCHOLARSHIP	13 2900 610 2 591 001	\$250.00
79	LUNDSTROM, BEN Total			\$250.00
80	MEANS, CARSON	NHS STAFF SCHOLARSHIP	13 2900 610 2 591 001	\$250.00
81	MEANS, CARSON Total			\$250.00
82	NEBRASKA HOSA	MIND BENDING CAREER	13 2900 610 2 270 001	\$25.00
83	NEBRASKA HOSA Total			\$25.00
84	NORFOLK COUNTRY CLUB	MEALS FOR COACHES-NORFOLK	13 2900 610 2 532 001	\$172.16
85	NORFOLK COUNTRY CLUB Total			\$172.16
86	NORFOLK DAILY NEWS	THANK YOU AD	13 2900 610 2 588 001	\$400.00
87	NORFOLK DAILY NEWS Total			\$400.00
88	NORFOLK LIONS CLUB	UNUSED SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
89	NORFOLK LIONS CLUB Total			\$300.00
90	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 523 001	\$190.78
91			13 2900 610 2 529 001	\$204.33
92			13 2900 610 2 530 001	\$1,503.75
93			13 2900 610 2 533 001	\$778.59
94			13 2900 610 2 535 001	\$32.60
95			13 2900 610 2 540 001	\$536.78
96			13 2900 610 2 542 001	\$32.60
97		13 2900 610 2 633 001	\$81.54	
98		EXTRA DUTY REIMBURSEMENT	13 2900 610 2 266 001	\$1,155.50
99	NPS GENERAL FUND Total			\$4,516.47
100	NPS STUDENT FEES ACCOUNT	20/21 UNIFORM RENTAL	13 2900 610 2 517 001	\$2,250.00
101	NPS STUDENT FEES ACCOUNT Total			\$2,250.00

102	NSAA	ACTIVITY REGISTRATION	13 2900 610 2 597 001	\$1,770.00
103	NSAA Total			\$1,770.00
104	OMAHA CENTRAL HIGH SCHOOL	9/11 ENTRY FEE	13 2900 610 2 279 001	\$60.00
105			13 2900 610 2 536 001	\$60.00
106	OMAHA CENTRAL HIGH SCHOOL Total			\$120.00
107	REGENCY PORTRAITS	HALL OF FAME	13 2900 610 2 616 001	\$90.00
108		WALL OF FAME-KING	13 2900 610 2 529 001	\$56.00
109	REGENCY PORTRAITS Total			\$146.00
110	RUTH, DALTON	BOOSTER SCHOLARSHIP	13 2900 610 2 591 001	\$750.00
111	RUTH, DALTON Total			\$750.00
112	SCHADWINKEL, MICHAEL	CAMP BOOKS	13 2900 610 2 562 001	\$800.00
113		CAMP CLINICIAN	13 2900 610 2 562 001	\$0.00
114	SCHADWINKEL, MICHAEL Total			\$800.00
115	SPENCE, BROOKE	FACILITY RENTAL/SUPPLIES	13 2900 610 2 268 001	\$289.86
116	SPENCE, BROOKE Total			\$289.86
117	STADIUM SPORTS	CAMP SHIRTS	13 2900 610 2 535 001	\$122.50
118			13 2900 610 2 542 001	\$122.50
119	STADIUM SPORTS Total			\$245.00
120	SUPREME COURT BASKETBALL	REGISTRATION	13 2900 610 2 513 001	\$325.00
121	SUPREME COURT BASKETBALL Total			\$325.00
122	SYNCB/AMAZON	CAMERA & SUPPLIES	13 2900 610 2 557 001	\$526.33
123		CHARGING STATION	13 2900 610 2 597 001	\$59.99
124		REFUND FOR LOST WATERPROOF	13 2900 610 2 535 001	-\$51.99
125		REPLACEMENT TOOLBOX FOR WHAT	13 2900 610 2 535 001	\$51.99
126		WATERPROOF TOOLBOX & POWER	13 2900 610 2 535 001	\$126.31
127			13 2900 610 2 542 001	\$126.31
128	SYNCB/AMAZON Total			\$838.94
129	TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$169.75
130	TEECO INC Total			\$169.75
131	UNIVERSITY OF SOUTH DAKOTA	CAMP REGISTRATION	13 2900 610 2 547 001	\$710.00
132	UNIVERSITY OF SOUTH DAKOTA Total			\$710.00
133	VERNIER SOFTWARE	GO LINK INTERFACE	13 2900 610 2 280 001	\$78.00
134	VERNIER SOFTWARE Total			\$78.00
135	VISA	APPLE-IPAD KEYBOARD	13 2900 610 2 553 001	\$319.93

136	BLACK HILLS TRAILS-PASSES	13 2900 610 2 231 001	\$60.00	
137	BUYSHADES.COM-SHELTER	13 2900 610 2 514 001	\$219.00	
138		13 2900 610 2 529 001	\$500.00	
139	CHICK-FIL-A-DISTRICT MEAL	13 2900 610 2 542 001	\$324.38	
140	CHICK-FIL-A-G.TENNIS MEAL	13 2900 610 2 529 001	\$52.19	
141	CHICK-FIL-A-STATE MEAL	13 2900 610 2 535 001	\$138.94	
142	CROWN AWARDS-AWARDS	13 2900 610 2 550 001	\$173.44	
143	DOMINO'S-G. TRACK MEAL	13 2900 610 2 529 001	\$224.02	
144	DQ/BIG RED-STATE MEALS	13 2900 610 2 532 001	\$82.74	
145	ETSY-BOWS	13 2900 610 2 517 001	\$535.54	
146	FIREHOUSE SUBS-B.TRACK MEAL	13 2900 610 2 529 001	\$323.31	
147	FIVE GUYS/CHIPOTLE-STATE MEALS	13 2900 610 2 542 001	\$368.11	
148	GO FAN-STATE TICKETS	13 2900 610 2 512 001	\$50.10	
149		13 2900 610 2 535 001	\$45.90	
150		13 2900 610 2 542 001	\$39.65	
151	HOBBY LOBBY-AWARDS	13 2900 610 2 553 001	\$53.93	
152	LAZLO'S-COACH MEAL	13 2900 610 2 512 001	\$45.00	
153	MENARDS-STORAGE TOTES	13 2900 610 2 514 001	\$49.41	
154		13 2900 610 2 549 001	\$49.41	
155	OFFICEMAX-SUPPLIES	13 2900 610 2 586 001	\$185.03	
156	PTULA-LEGGINGS	13 2900 610 2 517 001	\$959.82	
157	QDOBA-G.TENNIS MEAL	13 2900 610 2 529 001	\$79.51	
158	RAISING CANE'S-B.GOLF TEAM	13 2900 610 2 529 001	\$131.41	
159	RED ROBIN-B. TRACK MEAL	13 2900 610 2 529 001	\$211.00	
160	SCHEELS-SHORTS	13 2900 610 2 517 001	\$133.75	
161	WALMART/OFFICEMAX-SUPPLIES	13 2900 610 2 597 001	\$76.88	
162	WALMART-DISTRICT SUPPLIES	13 2900 610 2 535 001	\$48.20	
163	WALMART-SOUND SYSTEM ADAPTER	13 2900 610 2 561 001	\$29.92	
164	WALMART-WATER	13 2900 610 2 503 001	\$7.96	
165	YMCA-SUMMER LEAGUE	13 2900 610 2 513 001	\$600.00	
166	VISA Total		\$6,118.48	
167	WINNERS CIRCLE	AWARDS	13 2900 610 2 532 001	\$86.20
168			13 2900 610 2 562 001	\$290.90
169		CAMP AWARDS	13 2900 610 2 514 001	\$34.50

170		13 2900 610 2 549 001	\$34.50
171	END OF SEASON AWARDS	13 2900 610 2 560 001	\$75.00
172	END OF YEAR AWARD	13 2900 610 2 516 001	\$124.00
173		13 2900 610 2 551 001	\$188.25
174	END OF YEAR AWARDS	13 2900 610 2 553 001	\$233.41
175	G.SCHUURMANS AWARD	13 2900 610 2 554 001	\$81.12
176	GOLDEN SOWER AWARD	13 2900 610 2 594 001	\$60.00
177	HALL OF FAME TEAM PLAQUES	13 2900 610 2 529 001	\$487.14
178	SWIM PLATE & LETTERING	13 2900 610 2 529 001	\$96.06
179	TROPHY ENGRAVING	13 2900 610 2 616 001	\$28.80
180	WINNERS CIRCLE Total		\$1,819.88
181	Grand Total		\$46,357.91

JUNE 2021 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	GODFATHERS PIZZA NORFOLK	PIZZA JH TRACK MEET	14 2900 610 2 835 002	\$48.00
2	GODFATHERS PIZZA NORFOLK Total			\$48.00
3	NPS GENERAL FUND	PAYROLL FOR WORKERS	14 2900 610 2 857 002	\$456.06
4	NPS GENERAL FUND Total			\$456.06
5	NPS STUDENT FEES ACCOUNT	AFTERSHOCK PAYMENTS	14 2900 610 2 840 002	\$200.00
6	NPS STUDENT FEES ACCOUNT Total			\$200.00
7	VISA	ASPI SOLUTIONS #32	14 2900 610 2 857 002	\$258.00
8	VISA Total			\$258.00
9	Grand Total			\$962.06

JUNE 2021 SUBSIDIARY EXPENDITURES

1	ANDREASEN, TRISHA	POSITIVE PANTHER TREATS	05 2900 610 0 058 000	\$63.35
2	ANDREASEN, TRISHA Total			\$63.35
3	CDW GOVERNMENT, INC	N PETERSEN SELL 3100	05 2900 610 0 073 000	\$30.31
4		N. PETERSEN DELL 3100	05 2900 610 0 073 000	\$365.23
5	CDW GOVERNMENT, INC Total			\$395.54
6	CULLIGAN OF NORFOLK	WATER	05 2900 610 0 061 000	\$29.69
7			05 2900 610 0 071 000	\$8.00
8	CULLIGAN OF NORFOLK Total			\$37.69
9	ELKHORN VALLEY BANK	SOCIAL COMMITTEE	05 2900 610 0 047 000	\$265.07
10	ELKHORN VALLEY BANK Total			\$265.07
11	LONESTAR PERCUSSION	BASS DRUM BEATER	05 2900 610 0 098 000	\$29.75
12	LONESTAR PERCUSSION Total			\$29.75
13	MADISON NATIONAL LIFE	JUNE 2021 BASIC LIFE INSUR	05 2900 610 0 090 000	\$425.12
14	MADISON NATIONAL LIFE Total			\$425.12
15	NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$16.45
16	NORFOLK SENIOR HIGH SCHOOL Total			\$16.45
17	NPS GENERAL FUND	JUNE21 PAYROLL M. PILAR	05 2900 610 0 038 000	\$1,249.91
18	NPS GENERAL FUND Total			\$1,249.91
19	NPS-FOUNDATION	DUAL CREDIT CK FROM NECC	05 1790 0064	\$97,272.50
20	NPS-FOUNDATION Total			\$97,272.50
21	NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$24.14
22	NPS-JUNIOR HIGH SCHOOL Total			\$24.14
23	SYNCB/AMAZON	FISKAR ROUND PUNCH/SHIPPING	05 2900 610 0 081 000	\$21.12
24		TEACHER TRAINING SUPPLIES	05 2900 610 0 081 000	\$75.95
25		VIVO BLACK STAND UP DESK	05 2900 610 0 081 000	\$299.98
26	SYNCB/AMAZON Total			\$397.05
27	TEECO INC	WATER	05 2900 610 0 050 000	\$67.50
28			05 2900 610 0 069 000	\$29.50
29	TEECO INC Total			\$97.00
30	VISA	AMAZON#3	05 2900 610 0 076 000	\$30.94
31		BUZZSPROUT #21	05 2900 610 0 093 000	\$12.00
32		DOMINO'S #17	05 2900 610 0 065 000	\$88.21
33		DOMINO'S #18	05 2900 610 0 061 000	\$38.80

34		HOBBY LOBBY #2	05 2900 610 0 081 000	\$10.69
35		HYVEE #16	05 2900 610 0 040 000	\$143.71
36		HYVEE #17	05 2900 610 0 065 000	\$13.16
37		HYVEE-CARDS #3	05 2900 610 0 076 000	\$13.77
38		JIMMY JOHNS #10	05 2900 610 0 063 000	\$47.76
39		JIMMY JOHNS #16	05 2900 610 0 040 000	\$116.14
40		LUNCH SS TRAINERS #2	05 2900 610 0 081 000	\$40.11
41		MENARDS PLANT SUPPLIES #11	05 2900 610 0 089 000	\$141.76
42		NASBO MEETING #4	05 2900 610 0 050 000	\$25.00
43		SAFETY PATROL #18	05 2900 610 0 061 000	\$27.18
44		WAL MART/HYVEE #4	05 2900 610 0 050 000	\$406.98
45		WALMART #16	05 2900 610 0 045 000	\$150.96
46		WALMART-SS TRAINING SUPPLIES	05 2900 610 0 081 000	\$19.26
47	VISA Total			\$1,326.43
48	WINNERS CIRCLE	4TH GR TRACK RIBBONS	05 2900 610 0 095 000	\$136.00
49		PLAQUES	05 2900 610 0 076 000	\$161.71
50	WINNERS CIRCLE Total			\$297.71
51	Grand Total			\$101,897.71

Board of Education Regular Meeting

Monday, June 14, 2021

Business Meeting: 5:30 PM

Norfolk Public School Administration Building

P.O. Box 139

Norfolk, NE 68702-0139

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

1. Date Public Notice Appeared in the Norfolk Daily News: June 9, 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. Presentations

4.1. **Multicultural Report**

Policy update July 2014

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

Teachers provide reports to administration on:

a) instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission. Building Administrators, or their designee count and record the number of educational experiences related to the below listed cultures and give the Director of Teaching and Learning the following counts for their buildings.

African Americans - 1316

Hispanic Americans - 1088

Native Americans - 908

Asian Americans - 775

European Americans – 1328

4.2. **Americanism Report**

RE: LB 399 Americanism Compliance Report

May 2021

In compliance with Nebraska State School Law LB 399 and the American Civics Bill, all building Americanism Compliance Reports have been submitted to the Director of

Teaching and Learning Office. Teacher reports have been submitted to building administrators on American Civics and are filed within the building for review when needed.

Compliance reports confirm that the building's social studies curriculum stresses the required patriotic themes. Above curriculum requirements, buildings have conducted appropriate patriotic exercises for the following observations as well as the senior high required American Civics Assignment: George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day.

5. Public Comments & Communication

6. Information and Discussion Items

6.1. Finance & Facilities Report

A. Total amount of claims to be approved in the consent agenda for the month of June 2021 by specific fund are listed below:

- **General Fund = \$605,820.93**
- **Nutrition Services Fund =\$208,514.80**
- **Cooperative Fund = \$37,131.76**
- **Depreciation Fund = \$20,430.00**
- **QCPUF = \$70,797.10**
- **Student Fee Fund = \$476.50**

B. The total amount of claims for the month of May 2021 in the Activities Fund is listed below:

- **Activity Fund =\$80,110.49**

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

6.2. Teaching & Learning Report

A. Training of Summer School teachers occurred on May 25-27. This went well however, there were a couple of digital road bumps on the first two days of school but nothing we weren't able to get resolved. We will be collecting data from students and feedback from teachers to measure our summer school success.

B. Summer has been not been slow. A lot of attention has been given to completing annual reports to the state, preparing for next year and holding professional development with teachers. It is so great to be doing our normal work.

6.3. Student Programs Report

A. ELL- District ELPA summative scores show 83% of our students are emerging and progressing in the English Language. 18% scored proficient and no longer qualify for the ELL program.

B. Nurses- Our school nurses attended the State of Nebraska's School Health Conference virtually on June 7th and 8th. The purpose is to stay current with the new health regulations and immunizations that affect students wishing to enter our public schools.

C. Special Education- Special Education Directors across the state meet monthly to discuss needs and plans for the fall through a state led webinar. We will be reviewing Launch Nebraska's information, Ensuring Equitable Instruction, which will help us in evaluating the quality and quantity of services provided to marginalized students.

6.4. Student Services Report

- A. We have completed a week and a half of summer school so far and will officially end summer school on June 25th. Our summer AFS graduation ceremony will be held at 6pm on June 24th at the Johnny Carson field, weather permitting. If we have poor weather, that will be moved into the Johnny Carson theater.
- B. June 4th our Elementary and Middle School teams participated in PBIS (Positive Behavioral Interventions and Supports) training to wrap up year one and set goals for year 2. June 14th and 15th we are introducing Junior High and High School leaders to year 1 PBIS training. We will continue to work through June with our teams to prepare for the kick-off of PBIS in the fall.

6.5. Human Resources & Accreditation Report

HR Update:

An NPS Job Fair will be held on June 17 from 1:00 - 3:00 at Central Office. This will be an opportunity for interested community members to come learn more about the classified positions that we have open for the 2021-2022 school year. Building principals will be present to talk with interested applicants.

Plans are underway for our new teacher trainings that will be held beginning August

3. The Return to School schedule for all staff is also being drafted.

6.6. Superintendent's Report

- A. We received guidance from NDE a little over a week ago indicating that our Return to In-Person Instruction Plan must be posted on our website by July 10th in order for us to qualify for the third round of CARES or ARA--American Recovery Act funding. We had planned on waiting until closer to the beginning of the school year to approve this plan in case there were changes in COVID case levels or COVID guidance...but we definitely want to comply with this new timeline. So... Our administrators met on June 10th to review a draft plan and made some suggestions for improvements. This revised plan was sent to the Return to School Committee meeting on Friday, June 11th, so they could review it prior to our committee meeting, which will be held tomorrow, June 15th.
- B. Assuming that revisions are suggested at that meeting, a newly revised plan will be sent to the committee the next day, June 16th and they will meet again on June 21st. A "final" draft will be posted on our website on June 22nd, along with a link for public feedback. This draft and feedback will be presented to you at our June 24th school board meeting, where public comments will be accepted.
- C. Assuming that our plan is approved, it will be posted on our NPS website on June 25th, which is several days before the grant deadline.
- D. This plan will look very different from our current return to school plan for two reasons. 1. COVID cases and guidance are very different now than they were last summer. 2. The ARA grant specifies the components that must be addressed in our plan. These include:
 - Universal and Correct Wearing of Masks
 - Modifying Facilities to Allow for Physical Distancing
 - Handwashing and Respiratory Etiquette
 - Cleaning and Maintaining Healthy Facilities, Including Improving Ventilation
 - Contact Tracing in Combination with Isolation and Quarantine, in Collaboration with the State, Local, Territorial, or Tribal Health Departments
 - Diagnostic and Screening Testing

- Efforts to Provide Vaccinations to School Communities
 - Appropriate Accommodations for Children with Disabilities with Respect to Health and Safety Policies
 - Coordination with State and Local Health Officials, Including the Needs for Support and Technical Assistance to Implement Strategies Consistent to the Greatest Extent Practicable, with Relevant CDC Guidance (Operational Strategy for K-12 Schools through Phased Prevention/CDC)
 - Ensuring Continuity of Services
 - Consideration of Public Comments
- E. The grant for Round 3 of the CARES or ARA funds is not actually due until September 1st. We have submitted Part 1 of the application which included basic assurance statements indicating that we would use the funding for appropriate items, allocate at least 20% of the funding to address learning loss, and create a Return to In-Person Learning Plan.
- F. Part two of the grant is much more comprehensive and will include a detailed explanation of how we plan to use this funding. We do not have that answer today, as we are seeking pre-approval on some large items, such as facility upgrades, which will have a big impact on our overall plan. You can be assured, however, that we will share our plan and seek public comment on it prior to the September 1st deadline. We are excited about the possibility of using this funding to address the learning loss, purchase new curriculum, intervention programs, and technology upgrades and address some critical facility issues, such as overcrowded lunchrooms and an inability to provide adequate social distancing.
- G. I will provide more information about this to you when I am able.
7. Committee Reports
- 7.1. Facilities & Finance Committee Report
- A. The committee met at 12:00 today. The claims for the month of June and Activity claims for May were reviewed. The committee then reviewed the following items:
- Updates on current district projects
 - Recommendation for Lunch Table purchase
 - Review of tentative Budget and Tax Request timeline for 2021-2022
- B. The next meeting will be Monday, July 12th at 12:00 noon.
- 7.2. Policy Committee Report
- A. The Policy Committee met electronically to review Board Policies 5008 (Attendance), 5415 (Bullying), 5417 (School Wellness), 6370 (Multicultural Education), 6400 Parental Involvement), and 6410 (Parental Engagement).
- B. According to state statute, these policies must be reviewed annually. Only minor, non-substantive changes have been recommended. These are intended to correct formatting, wording, and capitalization inconsistencies.
- C. The Policy Committee recommends these policies for reaffirmation.
- 7.3. Government Relations Committee Report
- A. The Government Relations Committee met on May 19th. The discussion was brief, as the Legislative Session was nearly over and has since concluded.
- B. It was noted that LB 529 (The Lottery Bill) failed to pass, but LB 528 (The Education Clean-up Bill) was amended to extend the sunset on the lottery funds. This helped protect this funding for key initiatives, such as the ACE Scholarships.

- C. It was also noted that LB 644 (The Postcard Bill) was likely to pass, which it did. The Nebraska Association of Business Officials will meet this summer to outline key dates and requirements included in this legislation, such as the extra notifications and hearings required prior to budget and tax levy adoption.
- D. All in all, this legislative session went pretty well. The Government Relations Committee was very active, sharing our perspectives with senators on several important topics and working with Senator Flood to amend some important legislation prior to final adoption.

7.4. Norfolk Public Schools Foundation Committee Report

Norfolk Public Schools Foundation Meeting Monday, May 17th, 2021

- A. The Norfolk Public Schools Foundation Board of Directors met on May 17th, 2021 at 4:30 p.m. Twelve board members were present. The board reviewed the meeting minutes from April, financial reports, and the quarterly investment report.
- B. President Bobbi Theisen introduced Callan Collins as the new Executive Director. Callan started in her new role May 10th. Sarah Dittmer's last day will be May 21st. The Board thanked Sarah for her many years of service and dedication.
- C. Bobbi Theisen, Callan Collins, and Sarah Dittmer were all at Honors Night on May 13 to award over \$70,000 worth of scholarships to deserving graduates.
- D. Classroom Grant applications have been reviewed and the selection committee will meet immediately following the meeting. Approximately \$22,000 in grants will be awarded. Teachers and principals will be notified in June.
- E. Committees will be busy this summer to prepare for upcoming events taking place this Fall: Staff Campaign, Back to School Coffee, New Teacher Luncheon, and Traditions Breakfast.

8. Approve Consent Agenda

Motion to approve the consent agenda at 5:59 PM passed with a motion by Bruce Mitchell and a second by Tammy Day.

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

8.1. Minutes of Previous Meetings

Minutes of the May 10, 2021 and the June 1, 2021 board meetings were available for review.

8.2. Personnel

8.2.1. Contract Approval

Megin Falk

- 2021-2022, 5th Grade Math & ELA Teacher, Middle School
- Master of Science, Educational Administration & Supervision, University of Nebraska, Lincoln
- 1999-present, Literacy Interventionist/HAL Facilitator, Millard Public Schools, Millard, NE

Tammy Kallhoff

- 2021-2022, Spanish Teacher, Senior High
- Bachelor's Degree, Missions/Elementary Education, Calvary Bible College, Kansas City, MO

- 2015-Present, Substitute Teacher for Norfolk Public Schools; 2003-2012, Arkansas, Spanish Teacher

8.3. Claims

Attached are the claims for the month of June 2021. These claims were reviewed earlier today by our Finance and Facility Committee. There are no conflict statements for this month that need to be read before voting.

9. Action Items

9.1. Discuss, consider and take action to approve the purchase of lunch tables

The district received a proposal from Mid-States School Equipment for \$151,134.25 for replacement lunch tables at Lincoln, Bel-Air, Jefferson, Jr. High and Sr. High. These tables met all of our specs listed in the RFP. Funds to pay for these tables will come from our Nutrition Services Fund.

Motion to approve the purchase of lunch tables at 6:02 PM passed with a motion by Tammy Day and a second by Jenna Hatfield.

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

9.2. 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)

Motion to reaffirm the policies, as presented at 6:03 PM passed with a motion by Jenna Hatfield and a second by Jake Claussen.

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

9.3. Discuss, consider and take action to approve the 2021-2022 Classified Handbook

Motion to approve the 2021-2022 Classified Handbook at 6:04 PM 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

9.4. Discuss, consider and take action to approve the Little Panthers Preschool Student Handbook

Motion to approve the 2021-2022 Little Panthers Preschool Student Handbook at 6:05 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

9.5. Discuss, consider and take action to approve the 2021-2022 Elementary Student Handbook

Motion to approve the 2021-2022 Elementary Student Handbook at 6:06 PM passed with a motion by Brenda Carhart and a second by Bruce Mitchell.

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

9.6. Discuss, consider and take action to approve the 2021-2022 Middle School Student Handbook

Motion to approve the 2021-2022 Middle School Student Handbook at 6:08 PM passed with a motion by Jenna Hatfield and a second by Jake Claussen.

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

9.7. Discuss, consider and take action to approve the 2021-2022 Junior High Student Handbook

Motion to approve the 2021-2022 Junior High Student Handbook at 6:09 PM passed with a motion by Tammy Day and a second by Brenda Carhart.

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

9.8. Discuss, consider and take action to approve the 2021-2022 Senior High Student Handbook

Motion to approve the 2021-2022 Senior High Student Handbook 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. 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

10.1 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

Motion to 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 at 6:11 PM passed with a motion by Brenda Carhart and a second by Jenna Hatfield.

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

10.2. Reconvene Meeting from Executive Session

The meeting reconvened from Executive Session at 6:54 PM.

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

Motion to approve the resignation of Ben Ries as full time Athletic Director, due to extenuating circumstances, at 6:58 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 2nd monthly meeting of the Board of Education has been scheduled for noon on Thursday, June 24, 2021.

B. The next regular meeting of the Board of Education will be held on Monday, July 12, 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.

12. Adjournment

The meeting adjourned at 6:59 PM.

Chairperson

Superintendent

Board of Education 2nd Monthly Meeting

Thursday, June 24, 2021 12:00 PM

Norfolk Public School's Central Administration Office

P.O. Box 139 Norfolk, NE 68702-0139

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

1. Date Public Notice Appeared in the Norfolk Daily News: June 19, 2021

2. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 12:02 PM.

2.1. Roll Call—See attendance above.

Motion to excuse the absence of Brenda Carhart at 12:02 PM passed with a motion by Bruce Mitchell and a second by Tammy Day.

Brenda Carhart:	Absent	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	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 Discussion and Comments

Those from the public who spoke were: Abe Schoenherr and Shantell Bos.

The public discussion closed at 12:11 PM.

4. Reports and Discussion Items

4.1. Safe Return to In-Person Learning Plan

A. Various NPS administrators explained how the school district will address and implement the 13 components required by the American Rescue Plan. The results of the survey that was conducted to assess how the public viewed the Return to In-Person Learning Plan were announced. Dr. Thompson reviewed possible revisions to the plan suggested by the ELVPHD.

B. Dr. Thompson also summarized the main points of the plan which are:

- Masks: Encouraged for students and staff who have not been vaccinated
- Social Distancing: Practiced to the greatest extent possible, with a goal of maintaining **3 feet** between students, where feasible.
- Handwashing and Respiratory Etiquette: Taught and reinforced
- Hand sanitizer: Readily available
- Cleaning/Sanitation/Ventilation: Enhanced/Increased
- Contact Tracing: Eliminated; Normal school illness protocols followed
- Lunch: Increased food options available; Self-service still limited
- Testing: Encouraged for those who exhibit symptoms or have been exposed
- Visitors/Guest Speakers/Volunteers/Special Events: Allowed

5. Action Items

5.1. Discuss, Consider and Take Action to Approve the Safe Return to In-Person Learning Plan

Motion to Approve the Safe Return to In-Person Learning Plan with the revisions from ELVHD at 1:02 PM passed with a motion by Tammy Day and a second by Jake Claussen.

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

6. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, July 12, 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.

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

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

No Executive Session was convened.

8. Adjournment

The meeting adjourned at 1:04 PM.

Chairperson

Superintendent

JULY 12, 2021

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1	AASPA	MEMBERSHIP DUES	01 2210 810 1 901 000	\$225.00
2	AASPA Total			\$225.00
3	ABDO PUBLISHING CO	US SYMBOLS	01 2220 640 1 030 000	\$119.70
4	ABDO PUBLISHING CO Total			\$119.70
5	ACCO BRANDS USA	COOP SUPPLIES	01 1100 610 1 801 009	\$110.70
6			01 1190 610 1 163 021	\$434.48
7	ACCO BRANDS USA Total			\$545.18
8	ACTION POTENTIAL LEARNING,	PD FOR ST. PAULS	01 6310 330 1 028 000	\$834.40
9	ACTION POTENTIAL LEARNING, Total			\$834.40
10	ADVANCE AUTO PARTS	BRAKE CABLE CONNECTOR	01 2650 610 1 001 000	\$2.17
11			01 2650 610 2 001 000	\$2.17
12		BRAKE CABLES	01 2712 610 1 001 000	\$40.93
13		BRAKE CLEANER	01 2650 610 1 001 000	\$15.66
14			01 2650 610 2 001 000	\$15.66
15		BUS 37H RELAY	01 2712 610 1 001 000	\$22.95
16		EGR VALVE, SEAFOAM, TUBE	01 2650 610 1 001 000	\$44.20
17			01 2650 610 2 001 000	\$44.19
18		PARKING BRAKE	01 2650 610 1 001 000	\$20.17
19			01 2650 610 2 001 000	\$20.16
20		RADIATOR BUS #15	01 2710 610 1 001 000	\$110.50
21			01 2710 610 2 001 000	\$110.49
22		REPAIR PARTS BUS #15	01 2710 610 1 001 000	\$47.73
23			01 2710 610 2 001 000	\$47.72
24		SERP POLY BELT	01 2650 610 1 001 000	\$21.10
25			01 2650 610 2 001 000	\$21.09
26		THERMOSTAT AND SENSOR	01 2650 610 1 001 000	\$55.98
27			01 2650 610 2 001 000	\$55.98

28	ADVANCE AUTO PARTS Total			\$698.85
29	AED SUPERSTORE	ZOLL STAT-PADZ II	01 2130 610 1 004 000	\$150.45
30			01 2130 610 2 004 000	\$150.45
31			01 2131 610 1 004 000	\$26.55
32			01 2131 610 2 004 000	\$26.55
33	AED SUPERSTORE Total			\$354.00
34	ANIXTER INC	SUPPLIES-TECHNOLOGY RELATED	01 2230 650 1 005 000	\$604.24
35			01 2230 650 2 005 000	\$604.24
36	ANIXTER INC Total			\$1,208.48
37	APPEARA	LAUNDRY SERVICE	01 2410 340 2 209 001	\$208.57
38		MOPS	01 2610 431 1 001 000	\$214.50
39			01 2610 431 2 001 000	\$214.50
40		WORK SHIRTS	01 2610 431 1 001 000	\$206.32
41			01 2610 431 2 001 000	\$206.31
42			01 2620 431 1 001 000	\$51.59
43			01 2620 431 2 001 000	\$51.58
44	APPEARA Total			\$1,153.37
45	APPLE INC	I POD TOUCHES	01 6700 650 2 028 001	\$796.00
46		IPADS	01 1200 650 1 004 000	\$4,410.00
47			01 1200 650 2 004 000	\$4,410.00
48	APPLE INC Total			\$9,616.00
49	ARKFELD LOCK & SECURITY	KEYS	01 2620 610 2 001 001	\$15.92
50	ARKFELD LOCK & SECURITY Total			\$15.92
51	ASBURY, CHRISTOPHER	ACTIVITY WORKER	01 2190 120 2 001 000	\$934.25
52	ASBURY, CHRISTOPHER Total			\$934.25
53	ASSETGENIE, INC	HEADPHONE JACK	01 1200 610 1 004 010	\$59.00
54		HOME BUTTON REPAIR	01 1200 610 1 004 009	\$59.00
55	ASSETGENIE, INC Total			\$118.00
56	B & A WELDING INC	STEEL	01 2620 431 1 001 000	\$62.33
57			01 2620 431 2 001 000	\$62.32
58	B & A WELDING INC Total			\$124.65
59	B & B STRIPING	DISTRICT LINE STRIPING	01 2620 350 1 001 000	\$6,490.00
60			01 2620 350 2 001 000	\$6,490.00
61	B & B STRIPING Total			\$12,980.00

62	BAUER BUILT, INC	KUBOTA MOWER TIRE	01 2630 610 1 001 000	\$164.00
63			01 2630 610 2 001 000	\$164.00
64		KUBOTA MOWER TIRES	01 2630 610 1 001 000	\$22.00
65			01 2630 610 2 001 000	\$22.00
66		REPLACE TAG TIRES BUS 108	01 2730 430 1 001 000	\$550.81
67			01 2730 430 2 001 000	\$550.81
68		TIRE FOR MOWER	01 2630 610 1 001 000	\$22.00
69			01 2630 610 2 001 000	\$22.00
70	BAUER BUILT, INC Total			\$1,517.62
71	BAYLOR ENTERPRISES INC	IN PERSON RENEWAL	01 6969 340 2 028 000	\$5,400.00
72	BAYLOR ENTERPRISES INC Total			\$5,400.00
73	BLICK ART MATERIALS	ART ROOM STOOLS	01 2410 733 2 209 001	\$1,192.50
74		CLASSROOM SUPPLIES	01 1100 610 2 224 001	\$738.32
75		COOP SUPPLIES	01 1100 610 2 142 002	\$105.02
76			01 1100 610 2 224 001	\$48.58
77			01 1190 610 1 163 021	\$32.07
78			01 1291 610 1 017 021	\$186.90
79		GENERAL SUPPLIES	01 1100 610 1 011 000	\$246.98
80			01 1100 610 2 224 001	\$20.88
81		WELDING SUPPLIES	01 2410 610 2 209 001	\$858.60
82	BLICK ART MATERIALS Total			\$3,429.85
83	BOMGAARS SUPPLY	FASTENERS	01 2620 610 1 001 000	\$1.70
84			01 2620 610 2 001 000	\$1.70
85		OVER SHOES	01 2620 610 2 001 002	\$104.95
86		RED MULCH	01 2630 610 1 001 000	\$78.53
87			01 2630 610 2 001 000	\$78.52
88		SPRINKLER SLED	01 2630 610 1 001 000	\$9.50
89			01 2630 610 2 001 000	\$9.49
90		SUPPLIES	01 2620 610 1 001 005	\$69.91
91		TRIMMER LINE	01 2630 610 1 001 000	\$18.48
92			01 2630 610 2 001 000	\$18.47
93		WEED KILLER	01 2630 610 1 001 000	\$15.00
94			01 2630 610 2 001 000	\$14.99
95	BOMGAARS SUPPLY Total			\$421.24

96	BOOK SYSTEMS	ATRIUM AUG9 2021-AUG 8 2022	01 1100 340 1 028 000	\$3,875.00
97			01 1100 340 2 028 000	\$3,875.00
98	BOOK SYSTEMS Total			\$7,750.00
99	BOYS TOWN	MAY SPECIAL ED T. KAUP AND E.	01 1200 561 1 004 000	\$4,383.96
100			01 1200 890 1 004 000	\$716.04
101	BOYS TOWN Total			\$5,100.00
102	BRAINPOP LLC	UNLIMITED 12-MONTH ACCESS	01 1100 643 1 407 014	\$2,395.00
103	BRAINPOP LLC Total			\$2,395.00
104	BULLSEYE FIRE SPRINKLER	HOOKED UP NEW AIR COMPRESSOR	01 2620 431 1 001 005	\$302.74
105		REPAIR TO SH SHUT OFF	01 2620 431 2 001 001	\$1,318.67
106	BULLSEYE FIRE SPRINKLER Total			\$1,621.41
107	BULLSEYE WINDSHIELD REPAIR	REPAIR WINDSHEILD #14	01 2650 340 1 001 000	\$27.50
108			01 2650 340 2 001 000	\$27.50
109	BULLSEYE WINDSHIELD REPAIR Total			\$55.00
110	CAPITAL BUSINESS SYSTEMS,	COPIES JUNE2021	01 1100 340 1 104 010	\$47.66
111			01 1100 340 1 201 003	\$17.08
112			01 1100 340 1 302 004	\$15.02
113			01 1100 340 1 430 014	\$246.95
114			01 1100 340 1 602 005	\$28.26
115			01 1100 340 1 705 008	\$149.82
116			01 1100 340 1 819 009	\$33.70
117			01 1100 340 1 904 012	-\$5.58
118			01 1100 340 2 141 002	\$72.83
119			01 1100 340 2 209 001	\$315.34
120			01 1125 340 2 209 001	\$42.71
121			01 1190 610 1 163 021	\$15.17
122			01 1200 610 1 004 000	\$172.36
123			01 1200 610 2 004 000	\$172.36
124			01 1291 610 1 017 000	\$7.52
125			01 1292 610 1 017 000	\$7.51
126			01 1300 610 1 001 003	\$10.28
127			01 1300 610 1 001 004	\$17.00
128			01 1300 610 1 001 008	\$0.50
129			01 1300 610 1 001 009	\$4.18

130			01 1300 610 1 001 010	\$65.18
131			01 1300 610 1 001 012	\$15.80
132			01 1300 610 1 001 014	\$25.71
133			01 2530 340 1 001 000	\$2,644.61
134			01 2530 340 2 001 000	\$2,644.61
135			01 2620 431 0 001 000	\$10.55
136			01 6997 340 1 945 004	\$39.00
137			01 6997 340 2 945 001	\$0.77
138	CAPITAL BUSINESS SYSTEMS, Total			\$6,816.90
139	CARRIKER, TONYA	MILEAGE	01 2151 333 1 004 000	\$1,861.36
140	CARRIKER, TONYA Total			\$1,861.36
141	CASCADE SCHOOL SUPPLIES	COOP SUPPLIES	01 1100 610 2 204 001	\$4.75
142			01 1100 610 2 212 001	\$28.92
143	CASCADE SCHOOL SUPPLIES Total			\$33.67
144	CASEY & KIRSCH PUBLISHERS	BOOKS & PERIODICALS	01 6310 640 1 028 000	\$100.00
145	CASEY & KIRSCH PUBLISHERS Total			\$100.00
146	CDI DALLAS LLC	COOP SUPPLIES	01 1200 610 2 291 001	\$47.60
147	CDI DALLAS LLC Total			\$47.60
148	CDW GOVERNMENT, INC	EPSON MOUNTING COMPONET	01 1100 650 1 904 012	\$89.00
149		PROJECTOR	01 1100 650 1 904 012	\$769.00
150		PROJECTOR BULB	01 2223 610 1 302 004	\$75.08
151		PROJECTOR MOUNT	01 2410 610 2 209 001	\$72.00
152		TABLETS	01 2410 650 2 209 001	\$3,507.25
153	CDW GOVERNMENT, INC Total			\$4,512.33
154	CITY OF NORFOLK	GRASS WASTE	01 2630 420 1 001 000	\$3.00
155			01 2630 420 2 001 000	\$3.00
156		RESIDENTIAL WASTE	01 2630 420 1 001 000	\$20.13
157			01 2630 420 2 001 000	\$20.13
158		SMALL BRUSH WASTE	01 2630 420 1 001 000	\$3.00
159			01 2630 420 2 001 000	\$3.00
160		TREE WASTE	01 2630 420 1 001 000	\$3.00
161			01 2630 420 2 001 000	\$3.00
162		WASTE MATERIAL	01 2630 420 1 001 000	\$12.21
163			01 2630 420 2 001 000	\$12.21

164		WASTE MATERIALS	01 2630 420 1 001 000	\$12.21
165			01 2630 420 2 001 000	\$12.21
166		WATER	01 2610 410 1 001 010	\$418.55
167			01 2610 410 1 001 014	\$1,567.89
168			01 2610 410 1 001 021	\$430.13
169			01 2610 410 2 001 001	\$2,695.30
170	CITY OF NORFOLK Total			\$5,218.97
171	COLE PAPERS INC	SUPPLIES	01 2610 610 1 001 000	\$16,096.93
172			01 2610 610 1 001 003	-\$74.25
173			01 2610 610 2 001 000	\$16,022.68
174	COLE PAPERS INC Total			\$32,045.36
175	CORNHUSKER INTERNATIONAL	REPAIRS TO BUS #1	01 2710 610 1 001 000	\$2,242.35
176			01 2710 610 2 001 000	\$2,242.35
177	CORNHUSKER INTERNATIONAL Total			\$4,484.70
178	CRAVEN, SHEILA	CONTRACTED OT SERVICES	01 2163 320 1 004 000	\$502.50
179	CRAVEN, SHEILA Total			\$502.50
180	CURRICULUM ASSOCIATES	GENERAL SUPPLIES	01 1200 610 1 954 012	\$120.52
181	CURRICULUM ASSOCIATES Total			\$120.52
182	DANIEL, JULIE	STAFF MILEAGE	01 2181 333 1 004 000	\$25.25
183			01 2181 333 2 004 000	\$25.24
184			01 2182 333 1 004 021	\$25.24
185			01 2183 333 1 004 000	\$25.24
186	DANIEL, JULIE Total			\$100.97
187	DELL MARKETING L.P.	EXTERNAL DRIVE	01 2151 610 1 004 000	\$79.78
188	DELL MARKETING L.P. Total			\$79.78
189	DINKEL IMPLEMENT	AIR/FUEL FILTERS	01 2630 610 1 001 000	\$22.16
190			01 2630 610 2 001 000	\$22.16
191		SHAFT	01 2630 610 1 001 000	\$156.72
192			01 2630 610 2 001 000	\$156.72
193	DINKEL IMPLEMENT Total			\$357.76
194	EAKES OFFICE PLUS	CHAIR	01 2310 733 1 010 000	\$249.50
195			01 2310 733 2 010 000	\$249.50
196		EQUIPMENT	01 2610 731 1 001 000	\$4,025.00
197			01 2610 731 2 001 000	\$4,025.00

198		SUPPLIES	01 2610 610 1 001 000	\$184.27
199			01 2610 610 2 001 000	\$184.27
200		OFFICE SUPPLIES	01 2620 610 1 001 000	\$31.79
201			01 2620 610 2 001 000	\$31.79
202		SUPPLIES	01 2320 610 1 033 000	\$13.48
203			01 2320 610 2 033 000	\$13.47
204			01 2610 610 1 001 000	\$5,983.07
205			01 2610 610 2 001 000	\$5,983.07
206			01 2670 610 1 035 000	\$792.61
207			01 2670 610 2 035 000	\$792.60
208	EAKES OFFICE PLUS Total			\$22,559.42
209	EARTH WALK	CHARGING CARTS	01 1100 650 1 802 009	\$499.50
210			01 6997 650 1 945 000	\$7,492.50
211			01 6997 650 2 945 000	\$7,492.50
212	EARTH WALK Total			\$15,484.50
213	ECHO GROUP INC	ADV ELECTRONIC BALLAST	01 2620 610 1 001 000	\$21.42
214			01 2620 610 2 001 000	\$21.42
215		FLUOR SOCKET AND TUBES	01 2620 610 1 001 000	\$41.33
216			01 2620 610 2 001 000	\$41.33
217		FREIGHT CHARGES	01 2620 610 1 001 000	\$20.23
218		SUPPLIES	01 2620 610 1 001 000	\$70.68
219			01 2620 610 2 001 000	\$70.68
220		WMS ACRYLIC LENS	01 2620 610 1 001 000	\$27.96
221			01 2620 610 2 001 000	\$48.18
222	ECHO GROUP INC Total			\$363.23
223	EDGENUITY INC	SUBSCRIPTION/EDGENUITY/ODYSSE	01 1125 340 2 209 001	\$21,110.00
224	EDGENUITY INC Total			\$21,110.00
225	EDUCATION.COM HOLDINGS,	WEB/CLOUD BASED SOFTWARE	01 6969 643 1 028 000	\$400.00
226	EDUCATION.COM HOLDINGS, Total			\$400.00
227	EDUCATIONAL SERVICE UNIT	ASD-IMPORTANCE OF PLAY	01 6416 330 1 017 000	\$30.00
228	EDUCATIONAL SERVICE UNIT Total			\$30.00
229	EGAN SUPPLY COMPANY	BEARING, BLOCK	01 2610 610 2 001 001	\$72.70
230		COOP SUPPLIES/GLOVES	01 1100 610 2 206 001	\$453.06
231			01 1200 610 2 291 001	\$1,346.88

232		GRIP FACE PAD KIT	01 2610 610 2 001 002	\$126.06
233		SUPPLIES	01 2610 610 1 001 000	\$1,795.64
234			01 2610 610 2 001 000	\$1,795.63
235		VELCRO STRIPS	01 2610 610 1 001 000	\$41.76
236			01 2610 610 2 001 000	\$41.75
237	EGAN SUPPLY COMPANY Total			\$5,673.48
238	ELECTRIC ENGINEERING &	ELECTRICAL PLUG	01 2620 610 1 001 000	\$6.02
239			01 2620 610 2 001 000	\$6.02
240	ELECTRIC ENGINEERING & Total			\$12.04
241	ELECTRONIC CONTRACTING CO	WALL PLATE DIGITAL MEDIA 8G+	01 2620 650 2 715 001	\$1,112.13
242	ELECTRONIC CONTRACTING CO Total			\$1,112.13
243	ELECTRONIC SYSTEMS	SERVICE CALL 2 SMOKE DETECTORS	01 2620 431 2 001 001	\$408.00
244		SERVICE CALL TO ALARM PANEL	01 2620 431 1 001 010	\$224.00
245	ELECTRONIC SYSTEMS Total			\$632.00
246	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 1 001 000	\$547.91
247			01 2510 340 2 001 000	\$547.91
248	ESSENTIAL SCREEN Total			\$1,095.82
249	EWELL EDUCATIONAL SERVICES	AET SUBSCRIPTION	01 6700 350 2 028 001	\$325.00
250	EWELL EDUCATIONAL SERVICES Total			\$325.00
251	FASTENAL INDUSTRIAL &	T190 JOBBER	01 2710 610 1 001 000	\$27.64
252			01 2710 610 2 001 000	\$27.63
253	FASTENAL INDUSTRIAL & Total			\$55.27
254	FIRST CHOICE FOOD	ADMIN RETREAT	01 2320 890 1 033 000	\$107.63
255			01 2320 890 2 033 000	\$107.62
256		ADMINISTRATOR RETREAT MEAL	01 2320 890 1 033 000	\$115.43
257			01 2320 890 2 033 000	\$115.42
258	FIRST CHOICE FOOD Total			\$446.10
259	FLINN SCIENTIFIC, INC	HN ULTRAPURE CARTRIDGE	01 1100 610 2 206 001	\$298.30
260	FLINN SCIENTIFIC, INC Total			\$298.30
261	GLASS EDGE INC, THE	ALUMINUM SCREEN INSTALL	01 2620 431 1 001 004	\$226.70
262		INSTALL GLASS IN DOOR	01 2620 431 2 001 002	\$199.00
263	GLASS EDGE INC, THE Total			\$425.70
264	GOPHER	DISC GOLF SUPPLIES	01 1100 610 1 414 014	\$470.99
265		VINYL FLOOR TAPE	01 1100 610 1 414 014	\$32.52

266	GOPHER Total			\$503.51
267	GROSSERODE, SAMANTHA	PARENT MILEAGE	01 2713 332 1 004 021	\$250.88
268	GROSSERODE, SAMANTHA Total			\$250.88
269	HAMPTON INN KEARNEY	GNS MEETING LODGING/THOMPSON	01 2320 580 1 033 000	\$124.95
270			01 2320 580 2 033 000	\$124.95
271	HAMPTON INN KEARNEY Total			\$249.90
272	HEINEMANN	TEACHING GUIDES	01 6925 640 1 004 000	\$2,440.56
273	HEINEMANN Total			\$2,440.56
274	HITEMP	BUBBLING SUDS FOR VEHICLE	01 2650 610 1 001 000	\$62.77
275			01 2650 610 2 001 000	\$62.77
276	HITEMP Total			\$125.54
277	HOME DEPOT PRO, THE	JUGS	01 2610 610 1 001 000	\$28.60
278			01 2610 610 2 001 000	\$28.60
279		SUPPLIES	01 6997 610 1 945 000	\$5,099.94
280			01 6997 610 2 945 000	\$5,099.94
281		TRI FOLD PAPER TOWELS	01 2610 610 1 001 021	\$186.10
282	HOME DEPOT PRO, THE Total			\$10,443.18
283	HUNDERTMARK CLEANING	REPAIRS TO WASH BAY PRESSURE	01 2620 431 1 001 000	\$303.06
284			01 2620 431 2 001 000	\$303.06
285	HUNDERTMARK CLEANING Total			\$606.12
286	INITIATIVE ONE	P HASTINGS PDP ASSESSMENTS	01 6997 330 2 945 000	\$300.00
287		PDP ASSESSMENTS	01 6997 330 2 945 000	\$600.00
288		TRANSPORTATION EXPENSES P.	01 6997 340 1 945 000	\$679.49
289			01 6997 340 2 945 000	\$679.48
290	INITIATIVE ONE Total			\$2,258.97
291	INSIGHT PUBLIC SECTOR, INC	CHROMEBOOKS	01 1100 650 1 104 010	\$9,715.80
292		GOOGLE CHROME MANAGMENT	01 1200 650 1 004 000	\$612.00
293	INSIGHT PUBLIC SECTOR, INC Total			\$10,327.80
294	INSTRUMENTALIST AWARDS	NATIONAL PLAQUE	01 1100 610 2 205 001	\$82.00
295	INSTRUMENTALIST AWARDS Total			\$82.00
296	ISTE	ISTELIVE 21 REGISTRATION	01 6310 330 1 028 000	\$155.00
297	ISTE Total			\$155.00
298	J W PEPPER, INC	CONCERT MUSIC	01 1100 610 1 415 014	\$136.98
299	J W PEPPER, INC Total			\$136.98

300	JIMENEZ CONSTRUCTION LLC	CONCRETE	01 2620 431 1 001 008	\$30,470.38
301			01 2620 431 1 001 010	\$1,607.85
302	JIMENEZ CONSTRUCTION LLC Total			\$32,078.23
303	JOSTENS	DIPLOMA	01 2490 610 2 209 001	\$13.83
304		DIPLOMA REPRINT	01 2490 610 2 209 001	\$15.95
305		DIPLOMAS	01 2490 610 2 209 001	\$32.04
306		FEE WAIVER CAP & GOWNS	01 2190 810 2 001 001	\$4,200.00
307	JOSTENS Total			\$4,261.82
308	KELLY SUPPLY COMPANY	BRASS PIPE SUPPLIES	01 2610 610 1 001 008	\$11.04
309		FHP SHEAVE, V BELT	01 2620 610 2 001 001	\$30.54
310	KELLY SUPPLY COMPANY Total			\$41.58
311	KEN'S TRAILER SALES &	TAILGATE FOR VEHICLE #36	01 2650 610 1 001 000	\$128.55
312			01 2650 610 2 001 000	\$128.55
313	KEN'S TRAILER SALES & Total			\$257.10
314	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 2 004 000	\$26.25
315			01 2152 333 1 004 021	\$26.24
316			01 2153 333 1 004 000	\$26.25
317	KNIGHT, KARLA Total			\$78.74
318	KPE	CONSULTING SERVICES	01 6997 340 2 945 001	\$712.50
319	KPE Total			\$712.50
320	KRYGER GLASS COMPANY	TEMPERED GLASS BUS #15	01 2712 610 1 001 000	\$52.68
321	KRYGER GLASS COMPANY Total			\$52.68
322	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$659.56
323			01 2620 610 2 001 000	\$659.55
324	KURITA AMERICA, INC. Total			\$1,319.11
325	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 000	\$58.50
326			01 2630 340 1 001 003	\$39.00
327			01 2630 340 1 001 004	\$39.00
328			01 2630 340 1 001 005	\$39.00
329			01 2630 340 1 001 008	\$39.00
330			01 2630 340 1 001 009	\$39.00
331			01 2630 340 1 001 010	\$39.00
332			01 2630 340 1 001 012	\$39.00
333			01 2630 340 1 001 014	\$39.00

334			01 2630 340 1 001 021	\$39.00
335			01 2630 340 2 001 000	\$58.50
336			01 2630 340 2 001 001	\$78.00
337			01 2630 340 2 001 002	\$39.00
338	KUSTOM PEST CONTROL Total			\$585.00
339	LAKESHORE LEARNING	FURNITURE AND FIXTURES	01 2510 733 1 001 005	\$2,409.25
340	LAKESHORE LEARNING Total			\$2,409.25
341	LAWNCO	LAWN SERVICE	01 2630 420 1 001 000	\$3,580.91
342			01 2630 420 2 001 000	\$3,580.90
343	LAWNCO Total			\$7,161.81
344	LAWSON PRODUCTS, INC	RESTOCK PARTS BIN	01 2620 610 1 001 000	\$126.55
345			01 2620 610 2 001 000	\$126.54
346	LAWSON PRODUCTS, INC Total			\$253.09
347	LEWIN, CHRISTINE	CDL	01 2712 890 2 001 000	\$59.50
348	LEWIN, CHRISTINE Total			\$59.50
349	LOVE SIGNS, INC	NAME SLIDES	01 2510 610 1 001 000	\$20.00
350			01 2510 610 2 001 000	\$20.00
351	LOVE SIGNS, INC Total			\$40.00
352	MADISON COUNTY CLERK	ELECTION COSTS	01 2310 890 1 033 000	\$849.08
353			01 2310 890 2 033 000	\$849.07
354	MADISON COUNTY CLERK Total			\$1,698.15
355	MARATHON PRESS INC	BUSINESS CARDS C. SCHMIDT	01 2310 610 1 010 000	\$34.25
356			01 2310 610 2 010 000	\$34.25
357	MARATHON PRESS INC Total			\$68.50
358	MARZANO RESEARCH	BOOKS & PERIODICALS	01 6310 640 1 028 000	\$100.38
359			01 6310 640 2 028 000	\$100.37
360	MARZANO RESEARCH Total			\$200.75
361	MASTERS TRANSPORTATION	2021 CHEVY/COLLINS BUS	01 2712 732 1 004 000	\$32,171.50
362			01 2712 732 2 004 000	\$32,171.50
363	MASTERS TRANSPORTATION Total			\$64,343.00
364	MATHESON TRI-GAS INC.	MONTHLY MATERIALS	01 2620 610 1 001 000	\$105.90
365			01 2620 610 2 001 000	\$105.90
366		WELDING GASES	01 2620 610 1 001 000	\$33.16
367			01 2620 610 2 001 000	\$33.15

368	MATHESON TRI-GAS INC. Total			\$278.11
369	MCGRAW-HILL SCHOOL	3 YR DIGITAL SUBSC. RENEWAL	01 1100 610 2 202 001	\$65.10
370		3 YR SUBSC. RENEWAL	01 1100 610 2 202 001	\$1,087.71
371		BOOKS & PERIODICALS	01 6997 640 2 945 000	\$9,634.78
372		SUPPLIES	01 1200 610 1 493 014	\$216.53
373	MCGRAW-HILL SCHOOL Total			\$11,004.12
374	MEISINGER OIL CO	CHEMICAL LEVER PUMP	01 2610 610 1 001 000	\$90.70
375			01 2610 610 2 001 000	\$90.70
376	MEISINGER OIL CO Total			\$181.40
377	MENARDS	CEILING TILES	01 2620 610 2 001 001	\$156.16
378		CLEANING VINEGAR	01 2610 610 1 001 021	\$6.56
379			01 2610 610 2 001 002	\$8.20
380		CONCRETE CRACK SEALER	01 2630 610 1 001 000	\$3.19
381			01 2630 610 2 001 000	\$3.19
382		JUMBO STORAGE HANGER	01 2620 610 1 001 021	\$18.32
383		MAGNETIC BIT HOLDER	01 2620 610 1 001 000	\$2.00
384			01 2620 610 2 001 000	\$1.99
385		MASTIC, COMPOUND	01 2620 610 1 001 000	\$7.48
386			01 2620 610 2 001 000	\$7.48
387		PAINTING SUPPLIES	01 2620 610 1 001 000	\$89.34
388			01 2620 610 2 001 000	\$89.34
389		SHOP SUPPLIES	01 2620 610 1 001 000	\$21.15
390			01 2620 610 2 001 000	\$21.15
391		SPRINKLER PARTS	01 2630 610 1 001 000	\$8.65
392			01 2630 610 2 001 000	\$8.65
393		SUPPLIES	01 2620 610 1 001 000	\$26.02
394			01 2620 610 2 001 000	\$26.01
395		TAPING KNIFE, ADHESIVE REMOVER	01 2610 610 2 001 002	\$64.64
396	MENARDS Total			\$569.52
397	MICROFILM IMAGING SYSTEMS	SERVICE AGREEMENT	01 2510 340 1 001 000	\$1,042.00
398			01 2510 340 2 001 000	\$1,042.00
399	MICROFILM IMAGING SYSTEMS Total			\$2,084.00
400	MIDWEST TECHNOLOGY	COOP SUPPLIES/TAPE	01 1100 610 2 206 001	\$36.41
401	MIDWEST TECHNOLOGY Total			\$36.41

402	MILLER, AMY	CONTRACTED PT SERVICES	01 2173 320 1 004 000	\$1,390.25
403			01 2173 334 1 004 000	\$30.60
404	MILLER, AMY Total			\$1,420.85
405	MIMEO.COM, INC	ZEARN MATERIALS	01 6997 640 1 945 000	\$10,695.40
406	MIMEO.COM, INC Total			\$10,695.40
407	MODEL ELECTRIC INC	CHANGE OUTLET TO GFI	01 2620 431 2 001 001	\$82.96
408		SERVICE CALL EMERGENCY LIGHT	01 2620 431 2 001 001	\$174.00
409	MODEL ELECTRIC INC Total			\$256.96
410	NAPA OF NORFOLK	BOXED MINI LAMP BULBS	01 2650 610 1 001 000	\$16.45
411			01 2650 610 2 001 000	\$16.45
412		FMX FP F MX FUSE	01 2650 610 1 001 000	\$4.99
413			01 2650 610 2 001 000	\$4.99
414		HTR HOSE BUS #15	01 2710 610 1 001 000	\$4.23
415			01 2710 610 2 001 000	\$4.22
416	NAPA OF NORFOLK Total			\$51.33
417	NASCO	ART SUPPLIES	01 1100 610 1 416 014	\$645.31
418	NASCO Total			\$645.31
419	NATIONAL ART & SCHOOL	COOP SUPPLIES	01 1100 610 2 204 001	\$5.08
420			01 1100 610 2 206 001	\$43.67
421			01 1100 610 2 208 001	\$19.20
422			01 1100 610 2 212 001	\$15.84
423			01 1200 610 2 291 001	\$145.39
424			01 2120 610 2 228 001	\$10.54
425	NATIONAL ART & SCHOOL Total			\$239.72
426	NCS PEARSON	MAY Q INTERACTIVE USE	01 2141 610 1 014 000	\$42.72
427			01 2141 610 2 014 000	\$42.72
428			01 2142 610 1 014 000	\$9.50
429	NCS PEARSON Total			\$94.94
430	NCSA	IPPENSEN REGISTRATION	01 2410 810 2 209 001	\$225.00
431		MEMBERSHIP	01 2410 810 2 209 001	\$2,090.00
432	NCSA Total			\$2,315.00
433	NEBRASKA ASSOC CURRIC	21-22 MEMBERSHIP/B NELSON	01 6310 810 1 028 000	\$7.50
434			01 6310 810 2 028 000	\$7.50
435	NEBRASKA ASSOC CURRIC Total			\$15.00

436	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$1,076.86
437			01 2610 621 1 001 003	\$2,272.94
438			01 2610 621 1 001 004	\$1,190.93
439			01 2610 621 1 001 005	\$2,110.73
440			01 2610 621 1 001 008	\$2,343.44
441			01 2610 621 1 001 009	\$1,551.35
442			01 2610 621 1 001 010	\$1,756.04
443			01 2610 621 1 001 014	\$8,042.03
444			01 2610 621 1 001 021	\$1,826.93
445			01 2610 621 2 001 000	\$1,076.86
446			01 2610 621 2 001 001	\$27,491.58
447			01 2610 621 2 001 002	\$12,818.42
448	NEBRASKA PUBLIC POWER Total			\$63,558.11
449	NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	01 2570 890 1 001 000	\$100.00
450			01 2570 890 2 001 000	\$100.00
451	NEBRASKA SAFETY CENTER Total			\$200.00
452	NMG LLC DBA NORFOLK WORKS	DOT PHYSICAL	01 2570 340 1 901 000	\$150.00
453			01 2570 340 2 901 000	\$150.00
454	NMG LLC DBA NORFOLK WORKS Total			\$300.00
455	NORFOLK AREA CHAMBER OF	C. SCHMIDT NAME TAG	01 2310 610 1 010 000	\$5.22
456			01 2310 610 2 010 000	\$5.21
457	NORFOLK AREA CHAMBER OF Total			\$10.43
458	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEAL	01 2320 890 1 033 000	\$4.75
459			01 2320 890 2 033 000	\$4.74
460	NORFOLK COUNTRY CLUB Total			\$9.49
461	NORFOLK DAILY NEWS	ADS	01 1200 610 1 004 000	\$7.20
462			01 1200 610 2 004 000	\$7.20
463			01 2310 540 1 001 000	\$10.28
464			01 2310 540 2 001 000	\$10.29
465			01 2510 540 1 901 000	\$467.40
466			01 2510 540 2 901 000	\$467.39
467		STAFF APPRECIATION AD	01 2310 540 1 010 000	\$395.00
468			01 2310 540 2 010 000	\$395.00
469	NORFOLK DAILY NEWS Total			\$1,759.76

470	NORFOLK FAMILY COALITION	SIXPENCE FAMILY FACILITATOR	01 3541 340 1 004 000	\$11,000.00
471	NORFOLK FAMILY COALITION Total			\$11,000.00
472	NORFOLK GM AUTO CENTER	CABLES FOR BUS #10	01 2710 610 1 001 000	\$26.63
473			01 2710 610 2 001 000	\$26.62
474		STRUT FOR VEHICLE #29	01 2650 610 1 001 000	\$71.76
475		SUNSHADE PART BUS 8H	01 2712 610 1 001 000	\$133.98
476		WINDOW REPLACEMENT #29	01 2650 610 1 001 000	\$284.67
477			01 2650 610 2 001 000	\$284.67
478	NORFOLK GM AUTO CENTER Total			\$828.33
479	NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 010	\$149.28
480		PLEATED FILTERS	01 2620 610 1 001 003	\$255.84
481			01 2620 610 1 001 009	\$194.18
482			01 2620 610 1 001 010	\$105.78
483			01 2620 610 1 001 012	\$110.94
484			01 2620 610 1 001 014	\$1,198.80
485		SHANK VALVE	01 2620 610 1 001 009	\$17.30
486		WATER HEATER PARTS	01 2620 610 1 001 009	\$160.53
487	NORFOLK WINSUPPLY Total			\$2,192.65
488	NOVEL IDEAS, INC.	STUDENT WORKBOOKS	01 1300 640 1 001 000	\$165.00
489	NOVEL IDEAS, INC. Total			\$165.00
490	NPS SUBSIDIARY	2021 ADMINISTRATORS DAYS #15	01 2410 810 1 802 009	\$215.00
491		3D PENS AND FILAMENT #19	01 3535 650 1 027 000	\$536.98
492		AFE/D KOLLMAR #5	01 2310 610 1 001 000	\$216.42
493			01 2310 610 2 001 000	\$216.42
494		AIR FILTER #33	01 2230 650 1 005 000	\$129.50
495			01 2230 650 2 005 000	\$129.50
496		BACKGROUND CHECKS #8	01 2510 340 1 001 000	\$4.00
497			01 2510 340 2 001 000	\$4.00
498		BILLING CORRECTION	01 2151 122 2 001 001	\$197.34
499			01 2151 222 2 001 001	\$15.10
500			01 2151 232 2 001 001	\$14.51
501			01 2151 237 2 001 001	\$4.98
502		BOOKS & PERIODICALS #2	01 6310 640 1 028 000	\$33.95
503		CABLE BOXES	01 2410 340 2 209 001	\$11.89

504		01 2510 340 1 001 000	\$2.77
505		01 2510 340 2 001 000	\$2.76
506		01 2670 340 1 035 000	\$2.76
507		01 2670 340 2 035 000	\$2.76
508	CALCULATORS #32	01 1200 610 2 194 002	\$64.75
509	CAPS AND GOWNS #5	01 2490 610 2 209 001	\$1,107.22
510	CAREER ACADEMY CONF #32	01 2410 330 2 141 002	\$300.00
511	CELL PHONES	01 2670 382 1 035 000	\$206.52
512		01 2670 382 2 035 000	\$206.51
513		01 2710 382 1 001 000	\$200.25
514		01 2710 382 2 001 000	\$200.25
515		01 3541 382 1 004 000	\$155.85
516		01 6910 382 1 004 000	\$51.95
517		01 6968 382 1 001 014	\$16.02
518		01 6968 382 2 001 002	\$16.02
519	CHAIR #10	01 1100 731 1 302 004	\$154.07
520	CHAIR #3	01 2410 731 1 904 012	\$253.33
521	CHAIR CLIPS #28	01 2410 610 2 209 001	\$23.52
522	CLASSROOM MATERIALS #16	01 1100 610 1 415 014	\$61.07
523	CLASSROOM SUPPLIES #39	01 1100 610 2 204 001	\$56.97
524	CLASSROOM SUPPLIES #40	01 1100 610 2 206 001	\$7.98
525	CLASSROOM SUPPLIES #5	01 1100 610 2 224 001	\$122.75
526	CLUB SUPPLIES #21	01 6968 610 1 001 014	\$12.98
527		01 6968 610 2 001 002	\$193.42
528	COMMENCEMENT PROGRAMS	01 2490 610 2 209 001	\$734.00
529	DELL BATTERIES #33	01 2230 650 1 005 000	\$1,127.50
530		01 2230 650 2 005 000	\$1,127.50
531	DEPENDENT/HEALTHCARE FEES	01 2510 340 1 001 000	\$248.60
532		01 2510 340 2 001 000	\$248.60
533	EAR PLUGS #32	01 1100 610 2 141 002	\$7.56
534	ELECTRICITY	01 2610 621 1 001 012	\$1,882.31
535	EMPLOYEE TRAINING #20	01 2130 330 1 004 000	\$325.00
536		01 2130 330 2 004 000	\$325.00
537		01 2141 330 1 014 000	\$107.00

538		01 2141 330 2 014 000	\$106.99
539	ENVELOPES #16	01 2410 610 1 430 014	\$57.98
540	ESS & ESS MOBILE	01 2510 340 1 001 000	\$188.10
541		01 2510 340 2 001 000	\$188.10
542	FAMILY ACTIVITY #11	01 3541 610 1 004 000	\$198.00
543	FAN SUPPLIES #11	01 3541 610 1 004 000	\$80.68
544	FINANCE MEETING MEAL #24	01 2510 890 1 001 000	\$21.40
545		01 2510 890 2 001 000	\$21.40
546	FLAG AND BRACKET #3	01 1100 610 1 904 012	\$33.31
547	GENERAL SUPPLIES #11	01 1190 610 1 163 021	\$1,489.24
548	GENERAL SUPPLIES #19	01 3535 610 1 027 009	\$120.24
549	GENERAL SUPPLIES #3	01 2120 610 1 905 012	\$275.93
550	GENIUS SQUARE #19	01 3535 610 1 027 009	\$785.99
551	HANGING FILE FOLDERS #16	01 1200 610 1 493 014	\$47.92
552	MAILING SYSTEM	01 2510 531 1 001 000	\$165.86
553		01 2510 531 2 001 000	\$165.84
554	MENARDS-SUPPLIES #5	01 2410 610 2 209 001	\$21.16
555	MS CLUB SUPPLIES #21	01 6968 610 1 001 014	\$153.32
556	MUSIC #16	01 1100 610 1 424 014	\$494.98
557	NAESP AWARDS #18	01 1100 610 1 201 003	\$248.00
558	NCSA & NE ASSOC OF ELEMENT	01 2410 810 1 802 009	\$570.00
559	NCSA DUES #8	01 2210 810 1 901 000	\$112.50
560		01 2210 810 2 901 000	\$112.50
561	NCSA MEMBERSHIP #3	01 2410 810 1 904 012	\$560.00
562	OFFICE SUPPLIES #1	01 2310 610 1 010 000	\$72.49
563		01 2310 610 2 010 000	\$72.48
564	PBIS TRAINING LUNCH #19	01 2410 580 1 705 008	\$38.80
565	PECS TRAINING MANUALS #20	01 1200 640 1 004 009	\$254.23
566	PHONE SERVICE	01 2510 382 1 001 000	\$151.45
567		01 2510 382 1 001 003	\$99.54
568		01 2510 382 1 001 004	\$99.54
569		01 2510 382 1 001 005	\$112.03
570		01 2510 382 1 001 008	\$99.98
571		01 2510 382 1 001 009	\$106.01

572		01 2510 382 1 001 010	\$99.98
573		01 2510 382 1 001 012	\$95.99
574		01 2510 382 1 001 014	\$200.34
575		01 2510 382 1 001 021	\$99.54
576		01 2510 382 2 001 000	\$151.44
577		01 2510 382 2 001 001	\$398.38
578		01 2510 382 2 001 002	\$203.43
579	PORTABLE AIR CONDITIONER #9	01 2620 610 1 001 005	\$389.98
580	POSTAGE #16	01 2410 531 1 430 014	\$20.00
581	POSTAGE #19	01 2410 531 1 704 008	\$55.00
582	POSTAGE #5	01 2410 531 2 209 001	\$8.55
583	PRESTAMPED ENVELOPES #10	01 2410 531 1 302 004	\$486.55
584	RUG #10	01 1100 610 1 302 004	\$359.31
585		01 1100 610 1 306 004	\$34.50
586	SCIENCE SUPPLIES #32	01 1100 610 2 138 002	\$57.35
587	SELF ADDRESSED STAMPED	01 2510 531 1 001 000	\$2,782.58
588		01 2510 531 2 001 000	\$2,782.57
589	SOCIAL SKILL LESSON SUPPLIES	01 1200 610 2 258 001	\$42.00
590	SOCIAL SKILLS SUPPLIES #27	01 1200 610 2 258 001	\$65.00
591	SPEAKER PRESENTATION	01 6969 330 1 028 000	\$5,000.00
592		01 6969 330 2 028 000	\$5,000.00
593	STORAGE #16	01 1100 610 1 415 014	\$276.88
594	SUMMER SCHOOL SUPPLIES #2	01 1300 610 1 001 000	\$68.97
595	SUMMER SCHOOL SUPPLIES #3	01 1300 610 1 001 012	\$109.40
596	SUPPLEMENT CURRICULUM #27	01 1100 610 2 212 001	\$619.00
597	SUPPLIES #10	01 1100 610 1 300 004	\$40.17
598		01 1100 610 1 302 004	\$306.59
599	SUPPLIES #16	01 1100 610 1 430 014	\$190.64
600		01 1200 610 1 492 014	\$229.52
601		01 1200 610 1 493 014	\$256.27
602	SUPPLIES #17	01 1100 610 1 602 005	\$456.45
603		01 1100 610 1 609 005	\$136.77
604		01 1100 610 1 612 005	\$9.02
605		01 1100 610 1 637 005	\$10.93

606		01 1100 610 1 664 005	\$15.77
607	SUPPLIES #19	01 1100 610 1 201 003	\$62.47
608		01 1100 610 1 705 008	\$312.59
609		01 1100 610 1 708 008	\$81.53
610		01 1100 610 1 709 008	\$33.49
611	SUPPLIES #20	01 1200 610 1 004 010	\$152.63
612		01 2151 610 1 004 008	\$61.94
613	SUPPLIES #21	01 6968 610 1 001 014	\$129.38
614		01 6968 610 2 001 002	\$90.06
615	SUPPLIES #22	01 2670 610 1 035 000	\$18.48
616		01 2670 610 2 035 000	\$18.48
617	SUPPLIES #3	01 1100 610 1 904 012	\$194.62
618		01 1100 610 1 906 012	\$129.97
619		01 1100 610 1 908 012	\$53.24
620		01 1100 610 1 913 012	\$153.04
621		01 1200 610 1 954 012	\$134.23
622	SUPPLIES #32	01 1100 610 2 107 002	\$7.76
623		01 1100 610 2 135 002	\$108.12
624		01 1100 610 2 138 002	\$117.22
625		01 1100 610 2 141 002	\$11.99
626		01 1100 610 2 143 002	\$200.50
627	SUPPLIES #6	01 1100 610 1 104 010	\$90.53
628	SUPPLIES FOR BSP #16	01 1200 610 1 492 014	\$224.83
629	SUPPLIES-TECHNOLOGY RELATED	01 2230 650 1 005 000	\$173.13
630		01 2230 650 2 005 000	\$173.12
631	SUPPORTING POSITIVE BEHAVIOR	01 2213 330 1 904 012	\$155.70
632	TEAM BUILDING SUPPLIES #5	01 1200 610 2 258 001	\$35.59
633	TECHNOLOGY RELATED HARDWARE	01 1100 734 1 704 008	\$19.95
634	THUMB DRIVES #19	01 3535 650 1 027 000	\$92.46
635	TOTE BAG #16	01 1100 610 1 415 014	\$120.00
636	WATER AND SEWER	01 2610 410 1 001 012	\$77.80
637	WEBSTAIRANT-STOOLS #40	01 1100 610 2 206 001	\$146.09
638	YOUNG SCIENTIST #19	01 3535 610 1 027 009	\$291.06
639	NPS SUBSIDIARY Total		\$43,342.00

640	NPS-QCPUF	SH CHILLER ESSERS II PROJECT	01 6997 340 2 945 001	\$1,025,111.87
641	NPS-QCPUF Total			\$1,025,111.87
642	NPS-RESERVE ACCOUNT	SH CHILLER ESSERS II PROJECT	01 6997 340 2 945 001	\$39,910.63
643		TRANSFER	01 1100 640 1 028 000	\$35,000.00
644			01 1100 640 2 028 000	\$35,000.00
645			01 1100 650 1 005 000	\$62,850.00
646			01 1100 650 2 005 000	\$62,850.00
647	NPS-RESERVE ACCOUNT Total			\$235,610.63
648	OMAHA WORLD HERALD	SUNDAY CLASSIFIED ADS	01 2510 540 1 901 000	\$442.50
649			01 2510 540 2 901 000	\$442.50
650	OMAHA WORLD HERALD Total			\$885.00
651	OMAHA WORLD-HERALD	WEEKLY SUBSCRIPTION/MAILED	01 2320 890 1 033 000	\$140.30
652			01 2320 890 2 033 000	\$140.29
653	OMAHA WORLD-HERALD Total			\$280.59
654	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 1 001 000	\$6.92
655			01 2620 431 2 001 000	\$6.92
656	ONE CALL CONCEPTS, INC Total			\$13.84
657	PAPER101	CENTRAL SUPPLY PAPER	01 1100 610 0 001 000	\$1,650.83
658	PAPER101 Total			\$1,650.83
659	PARCHMENT LLC	ELECTRONIC RECORDS & DISTRICT	01 2410 340 2 209 001	\$5,240.00
660	PARCHMENT LLC Total			\$5,240.00
661	PARENTS AS TEACHERS	FOUNDATION TRAINING	01 3541 330 1 004 000	\$975.00
662	PARENTS AS TEACHERS Total			\$975.00
663	PERMA BOUND	BOOKS & PERIODICALS	01 2220 640 1 423 014	\$686.14
664	PERMA BOUND Total			\$686.14
665	PERRY,GUTHERY,HAASE &	LEGAL SERVICES	01 2330 317 1 001 000	\$37.50
666			01 2330 317 2 001 000	\$37.50
667	PERRY,GUTHERY,HAASE & Total			\$75.00
668	POWERSCHOOL GROUP LLC	UNIFIED TALENT PERFORM	01 2210 340 1 901 000	\$4,234.53
669			01 2210 340 2 901 000	\$4,234.53
670		UNIFIED TALENT RECORDS	01 2210 340 1 901 000	\$5,660.32
671			01 2210 340 2 901 000	\$5,660.32
672	POWERSCHOOL GROUP LLC Total			\$19,789.70
673	PRESENCE LEARNING, INC	CONTRACTED SLP SERVICES	01 2151 320 1 004 000	\$2,857.47

674			01 2151 890 1 004 000	\$739.00
675	PRESENCE LEARNING, INC Total			\$3,596.47
676	PRIME COMMUNICATIONS	CAMERAS	01 1100 650 1 430 014	\$4,571.34
677			01 2410 731 1 802 009	\$2,121.08
678			01 2410 731 2 141 002	\$4,265.35
679			01 2410 731 2 209 001	\$4,152.77
680	PRIME COMMUNICATIONS Total			\$15,110.54
681	PRIME SANITATION SERVICE	JUNE 2021	01 2610 420 1 001 000	\$1,950.00
682			01 2610 420 2 001 000	\$1,950.00
683	PRIME SANITATION SERVICE Total			\$3,900.00
684	PRIORITY COMMUNICATIONS &	SET UP E911 ADDRESS	01 2510 340 1 001 000	\$42.50
685			01 2510 340 2 001 000	\$42.50
686	PRIORITY COMMUNICATIONS & Total			\$85.00
687	PRO TRACK AND TENNIS, INC	6TH STREET TRACK REPAIR	01 2620 431 1 001 000	\$5,650.00
688			01 2620 431 2 001 000	\$5,650.00
689	PRO TRACK AND TENNIS, INC Total			\$11,300.00
690	PUTTERS JEWELRY	ACADEMIC MEDALS	01 1100 610 2 141 002	\$35.00
691	PUTTERS JEWELRY Total			\$35.00
692	QUALITY TRANSMISSION &	REBUILT TRANSMISSION #27	01 2650 340 1 001 000	\$1,197.84
693			01 2650 340 2 001 000	\$1,197.84
694	QUALITY TRANSMISSION & Total			\$2,395.68
695	QUILL CORPORATION	SUPPLIES	01 2510 610 1 001 000	\$90.90
696			01 2510 610 2 001 000	\$90.87
697	QUILL CORPORATION Total			\$181.77
698	RASMUSSEN MECHANICAL	INSTALL 2 NEW COMPRESSORS	01 2620 431 1 001 005	\$15,944.16
699		REPAIR OF GYM UNIT	01 2620 431 1 001 005	\$1,298.30
700		REPAIR TO WP OFFICE UNIT	01 2620 431 1 001 012	\$451.40
701		REPLACED SEAL JH TOWER PUMP	01 2620 431 2 001 002	\$1,982.32
702	RASMUSSEN MECHANICAL Total			\$19,676.18
703	READING WAREHOUSE, THE	BOOKS & PERIODICALS	01 2220 640 1 423 014	\$640.03
704	READING WAREHOUSE, THE Total			\$640.03
705	RENAISSANCE LEARNING, INC	ONSITE TRAINING FOR NORFOLK	01 6310 330 1 028 000	\$2,400.00
706	RENAISSANCE LEARNING, INC Total			\$2,400.00
707	ROBERTS, JOANNE	ADMINISTRATOR MENTOR PROGRAM	01 2510 340 1 001 000	\$800.00

708			01 2510 340 2 001 000	\$800.00
709	ROBERTS, JOANNE Total			\$1,600.00
710	S.M.I.L.E.	RECREATIONAL THERAPY/SUMMER	01 1200 350 1 004 014	\$1,000.00
711	S.M.I.L.E. Total			\$1,000.00
712	SAFESIDE SHREDDING	SHREDDING	01 2410 340 1 904 012	\$35.00
713	SAFESIDE SHREDDING Total			\$35.00
714	SAFETY-KLEEN	SOLVENT	01 1100 610 2 211 001	\$341.59
715	SAFETY-KLEEN Total			\$341.59
716	SCHEER'S ACE HARDWARE	COUNTER SINK SCREWS	01 2620 610 1 001 000	\$16.49
717			01 2620 610 2 001 000	\$16.49
718		HEX BOLTS	01 2620 610 1 001 000	\$11.97
719			01 2620 610 2 001 000	\$11.97
720		SHELF BRACKET	01 2620 610 1 001 000	\$3.50
721			01 2620 610 2 001 000	\$3.49
722	SCHEER'S ACE HARDWARE Total			\$63.91
723	SCHOLASTIC INC.	CLASSROOM SUPPLIES	01 2410 610 1 904 012	\$754.69
724	SCHOLASTIC INC. Total			\$754.69
725	SCHOLASTIC, INC.	BOOKS	01 3541 610 1 004 000	\$325.00
726	SCHOLASTIC, INC. Total			\$325.00
727	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 1100 610 2 204 001	\$8.49
728			01 1200 610 2 291 001	\$28.52
729	SCHOOL HEALTH CORPORATION Total			\$37.01
730	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 2 204 001	\$20.98
731			01 1100 610 2 208 001	\$5.46
732			01 1200 610 2 291 001	\$73.66
733			01 2120 610 2 228 001	\$3.60
734		WHITE BOARDS	01 1100 610 1 430 014	\$1,121.88
735	SCHOOL SPECIALTY, LLC Total			\$1,225.58
736	SCIENTIFIC SPECIALTIES	MICROSCOPE MAINTENANCE	01 1100 340 2 206 001	\$500.00
737	SCIENTIFIC SPECIALTIES Total			\$500.00
738	SEESAW	COMMUNICATION SUPPLIES	01 1190 610 1 163 021	\$901.37
739	SEESAW Total			\$901.37
740	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01 2610 420 1 001 000	\$1,665.84
741			01 2610 420 1 001 004	\$2,075.60

742			01 2610 420 1 001 005	\$1,833.00
743			01 2610 420 1 001 008	\$3,106.00
744			01 2610 420 1 001 010	\$2,460.00
745			01 2610 420 1 001 012	\$2,320.00
746			01 2610 420 1 001 021	\$4,026.40
747			01 2610 420 2 001 000	\$1,665.83
748	SERVICEMASTER OF NORFOLK Total			\$19,152.67
749	SMITH, JOANNA	CONFERENCE AND MILEAGE	01 6310 333 1 028 000	\$484.96
750			01 6969 330 1 028 000	\$160.00
751	SMITH, JOANNA Total			\$644.96
752	SOLVE-IT! COMPANIES LLC	WEIGHT RM MAGNETIC MOUNTS	01 2410 610 2 209 001	\$1,979.80
753	SOLVE-IT! COMPANIES LLC Total			\$1,979.80
754	STAPLES	COOP SUPPLIES	01 1100 610 2 106 002	\$10.67
755			01 1100 610 2 204 001	\$65.12
756			01 1100 610 2 212 001	\$16.63
757			01 1190 610 1 163 021	\$37.27
758			01 1200 610 1 004 000	\$5.88
759			01 1200 610 2 004 000	\$5.88
760			01 1200 610 2 291 001	\$9.20
761		GLOVES	01 2130 610 1 004 000	\$17.50
762			01 2130 610 2 004 000	\$17.50
763	STAPLES Total			\$185.65
764	STERLING COMPUTERS	CHROMEBOOKS	01 6997 650 1 945 000	\$7,261.44
765			01 6997 650 2 945 000	\$7,261.44
766	STERLING COMPUTERS Total			\$14,522.88
767	STROBEL ENERGY GROUP	CHILLER AT SENIOR HIGH	01 6997 340 2 945 001	\$7,980.65
768	STROBEL ENERGY GROUP Total			\$7,980.65
769	STRONG, BRUCE	STAFF MILEAGE	01 2410 333 1 904 012	\$208.17
770	STRONG, BRUCE Total			\$208.17
771	SYNCB/AMAZON	BOOKS	01 1100 610 2 225 001	\$70.32
772		BOOKS & PERIODICALS	01 1200 640 1 004 010	\$394.81
773			01 1300 640 1 001 000	\$1,189.72
774			01 6310 640 1 028 000	\$144.66
775			01 6310 640 2 028 000	\$600.00

776		BOOKS FOR ST. PAULS	01 6969 640 1 028 000	\$125.17
777		CASES	01 2410 610 2 209 001	\$549.75
778		CLASSROOM SUPPLIES	01 1100 610 1 011 000	\$217.83
779		DRONE SUPPLIES	01 6700 610 2 028 001	\$506.84
780		ELEMENT FILTERS	01 2620 610 1 001 000	\$21.25
781			01 2620 610 2 001 000	\$21.25
782		PD BOOKS FOR ST.PAUL	01 6310 610 1 028 000	\$338.68
783		STEAM MATERIAL CHRIST LUTHERAN	01 6969 610 1 028 000	\$95.98
784		STEAM MATERIALS FOR CHRIST	01 6969 610 1 028 000	\$235.60
785		SUMMER SCHOOL SUPPLIES	01 1300 610 1 001 000	\$442.73
786		SUPPLIES	01 6925 610 1 004 000	\$405.20
787			01 6925 610 2 004 000	\$1,215.60
788	SYNCB/AMAZON Total			\$6,575.39
789	TEACHER DIRECT	GENERAL SUPPLIES	01 1100 610 1 011 000	\$357.80
790	TEACHER DIRECT Total			\$357.80
791	TEACHER INNOVATIONS, INC	RENEWAL OF PLANBOOK SUBSC.	01 1100 610 1 904 012	\$204.00
792	TEACHER INNOVATIONS, INC Total			\$204.00
793	TEECO INC	REPAIR OF DRINKING WATER	01 1100 610 1 302 004	\$113.42
794	TEECO INC Total			\$113.42
795	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT. CONTRACT	01 2620 431 1 001 000	\$104.47
796			01 2620 431 1 001 005	\$208.89
797			01 2620 431 1 001 014	\$208.89
798			01 2620 431 2 001 000	\$104.47
799			01 2620 431 2 001 001	\$208.89
800			01 2620 431 2 001 002	\$208.89
801	THYSSENKRUPP ELEVATOR Total			\$1,044.50
802	TIME MANAGEMENT SYSTEMS	SOFTWARE/ESS MOBILE	01 2510 340 1 001 000	\$463.13
803			01 2510 340 2 001 000	\$463.12
804	TIME MANAGEMENT SYSTEMS Total			\$926.25
805	TRUCK CENTER COMPANIES	PARTS FOR BUS #4	01 2710 610 1 001 000	\$2,685.61
806			01 2710 610 2 001 000	\$2,685.60
807		REPAIRS TO BUS #4	01 2730 430 1 001 000	\$221.38
808			01 2730 430 2 001 000	\$221.37
809		REPAIRS TO BUS #5	01 2730 430 1 001 000	\$201.25

810			01 2730 430 2 001 000	\$201.25
811	TRUCK CENTER COMPANIES Total			\$6,216.46
812	U. S. CELLULAR	HOT SPOTS	01 6997 610 1 945 000	\$665.49
813			01 6997 610 2 945 000	\$665.49
814	U. S. CELLULAR Total			\$1,330.98
815	UNMC	OBSERVATION/FEEDBACK	01 6968 340 1 001 014	\$500.00
816			01 6968 340 2 001 002	\$500.00
817	UNMC Total			\$1,000.00
818	VOLKMAN PLUMBING HEATING	TROUBLESHOOT PROBLEMS	01 2620 431 1 001 000	\$1,373.93
819			01 2620 431 2 001 000	\$1,373.93
820	VOLKMAN PLUMBING HEATING Total			\$2,747.86
821	VOYAGER SORIS LEARNING	BOOKS & PERIODICALS	01 6310 640 1 028 000	\$35.17
822		LETRS MATERIALS	01 6997 640 1 945 000	\$13,820.40
823	VOYAGER SORIS LEARNING Total			\$13,855.57
824	WATTIER, AMY	REIMB FOR TRAINING CONFERENCE	01 6310 333 2 028 000	\$122.64
825			01 6310 580 2 028 000	\$475.64
826			01 6310 610 2 028 000	\$35.66
827	WATTIER, AMY Total			\$633.94
828	WEST MUSIC COMPANY	MUSIC SUPPLIES	01 1100 610 1 602 005	\$9.97
829			01 1100 610 1 604 005	\$54.08
830	WEST MUSIC COMPANY Total			\$64.05
831	WESTSIDE COMMUNITY SCHOOLS	HOMEBOUND/HOSPITAL SERVICES M.	01 1200 561 2 004 000	\$3,697.50
832	WESTSIDE COMMUNITY SCHOOLS Total			\$3,697.50
833	WIESER, PAM	REIMB. FOR CONFERENCE	01 6310 333 2 028 000	\$134.40
834			01 6310 640 2 028 000	\$35.66
835	WIESER, PAM Total			\$170.06
836	WILLIAM V. MACGILL	GENERAL SUPPLIES	01 2130 610 1 425 014	\$358.15
837		GLOVES	01 2130 610 1 004 000	\$261.62
838			01 2130 610 2 004 000	\$261.62
839			01 2131 610 1 004 000	\$261.62
840			01 2131 610 2 004 000	\$261.62
841		SUPPLIES FOR NURSE OFFICE	01 1100 610 2 147 002	\$252.84
842	WILLIAM V. MACGILL Total			\$1,657.47
843	WINNERS CIRCLE	AWARDS	01 1100 610 2 202 001	\$441.74

844		SIGNAGE	01 2410 610 1 104 010	\$45.88
845	WINNERS CIRCLE Total			\$487.62
846	ZONE, THE	K PERRIGAN JUNE 2021	01 6968 340 1 001 014	\$803.25
847	ZONE, THE Total			\$803.25
848	Grand Total			\$1,922,362.74
849				
850				
851	<u>NUTRITION FUND</u>			
852	AUTEN, MIKE	M AUTEN REFUND OF LUNCH ACCT	02 3100 890 0 001 000	\$80.05
853	AUTEN, MIKE Total			\$80.05
854	CHRISTIANSEN, KYLER	LUNCH ACCT REFUND J. & P.	02 3100 890 0 001 000	\$264.30
855	CHRISTIANSEN, KYLER Total			\$264.30
856	HEARTLAND FIRE PROTECTION	SEMI ANNUAL RECERT/MAINT OF	02 3100 340 2 001 001	\$255.50
857	HEARTLAND FIRE PROTECTION Total			\$255.50
858	LUNCHTIME SOLUTIONS, INC.	FRUIT/VEGGIE BAR MAY	02 3100 340 0 001 000	\$1,069.77
859		JUNE MEALS	02 3100 340 1 001 000	\$15,546.58
860			02 3100 340 2 001 000	\$15,546.58
861		SPOONS	02 3100 610 1 001 021	\$75.36
862			02 3100 610 2 001 001	\$75.60
863		SPOONS, FORKS, THERMOMETER	02 3100 610 1 001 014	\$144.74
864	LUNCHTIME SOLUTIONS, INC. Total			\$32,458.63
865	MAJOR REFRIGERATION	REPAIR REACHIN FREEZER	02 3100 340 2 001 001	\$169.70
866	MAJOR REFRIGERATION Total			\$169.70
867	NORFOLK DAILY NEWS	AD- RFP LUNCH TABLES	02 3100 540 1 001 000	\$3.60
868			02 3100 540 2 001 000	\$3.60
869	NORFOLK DAILY NEWS Total			\$7.20
870	RESTAURANT DESIGN	KITCHEN PROJECT	02 3100 731 1 001 009	\$22,969.23
871	RESTAURANT DESIGN Total			\$22,969.23
872	VEIK, SANDY	LUNCH ACCT BALANCE REFUND G.	02 3100 890 0 001 000	\$17.10
873	VEIK, SANDY Total			\$17.10
874	WEBER, JOSH	A. WEBER LUNCH ACCT REFUND	02 3100 890 0 001 000	\$85.25
875	WEBER, JOSH Total			\$85.25
876	Grand Total			\$56,306.96
877				

878

879 **COOPERATIVE FUND**

880	HOFFART, JILL	REIMBURSEMENT FOR SUPPLIES	04 1200 610 1 004 000	\$74.57
881			04 1200 610 2 004 000	\$74.56
882	HOFFART, JILL Total			\$149.13
883	JELINEK, LINDSEY	SUPPORT STAFF CREIGHTON	04 1200 580 1 004 000	\$337.80
884		SUPPORT STAFF CREIGHTON CAMP	04 1200 340 1 004 000	\$360.00
885	JELINEK, LINDSEY Total			\$697.80
886	KLEIN, CARRE	STAFF TRAVEL	04 1200 580 1 004 000	\$25.76
887			04 1200 580 2 004 000	\$25.76
888	KLEIN, CARRE Total			\$51.52
889	KNIGHT, KARLA	STAFF TRAVEL/SIGN CLASS	04 1200 580 1 004 000	\$75.60
890			04 1200 580 2 004 000	\$75.60
891	KNIGHT, KARLA Total			\$151.20
892	NPS GENERAL FUND	INTERPRETER SUBS-NERP	04 1200 340 1 004 000	\$172.36
893			04 1200 340 2 004 000	\$172.35
894		POSTAGE	04 1200 531 1 004 000	\$3.67
895			04 1200 531 2 004 000	\$3.67
896	NPS GENERAL FUND Total			\$352.05
897	NPS SUBSIDIARY	EIPA PREHIRE-B FROWICK	04 1200 330 1 004 000	\$62.50
898			04 1200 330 2 004 000	\$62.50
899		ONLINE MONTHLY SUBSC. JUNE	04 1200 643 1 004 000	\$17.50
900			04 1200 643 2 004 000	\$17.50
901		SIGNING NATURALLY AMAZON #35	04 1200 610 2 004 000	\$488.95
902	NPS SUBSIDIARY Total			\$648.95
903	STAUB, JESSICA	CURRICULUM TRAINING	04 1200 340 1 004 000	\$160.00
904	STAUB, JESSICA Total			\$160.00
905	U. S. CELLULAR	HOTSPOTS	04 1200 382 1 004 000	\$84.48
906			04 1200 382 2 004 000	\$84.48
907	U. S. CELLULAR Total			\$168.96
908	Grand Total			\$2,379.61

909

910

911 **DEPRECIATION FUND**

912	EARTH WALK	CHARGING CARTS	06 2900 650 1 101 010	\$999.00
913			06 2900 650 1 802 009	\$499.50
914	EARTH WALK Total			\$1,498.50
915	J.H.HESPE COMPANY INC	GRANT ADDITION/RENOVATION	06 2900 340 1 001 003	\$141,030.00
916	J.H.HESPE COMPANY INC Total			\$141,030.00
917	OCC BUILDERS, LLC	LINCOLN ADDITION/RENOVATION	06 2900 340 1 001 005	\$151,536.00
918	OCC BUILDERS, LLC Total			\$151,536.00
919	Grand Total			\$294,064.50
920				
921				
922	QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND			
923	CANNON MOSS BRYGGER	ADDITION/RENOVATION ARCHITECTS	09 4500 340 1 001 003	\$1,524.00
924			09 4500 340 1 001 005	\$1,754.81
925	CANNON MOSS BRYGGER Total			\$3,278.81
926	ENVIRONMENTAL SERVICES,	ASBESTOS DISPOSAL	09 4500 340 1 001 003	\$1,310.00
927	ENVIRONMENTAL SERVICES, Total			\$1,310.00
928	Grand Total			\$4,588.81
929				
930				
931	STUDENT FEE FUND			
932	HERNANDEZ, JENNIFER	OVER PAYMENT AFTERSHOCK C.	17 1741 0669	\$50.00
933	HERNANDEZ, JENNIFER Total			\$50.00
934	MORRISON, KRISTINE	K.MORRISON OVER PAYMENT	17 1741 0669	\$75.00
935	MORRISON, KRISTINE Total			\$75.00
936	NPS SUBSIDIARY	REPLACEMENT UNIFORM PIECES	17 2190 610 2 517 001	\$600.75
937	NPS SUBSIDIARY Total			\$600.75
938	SAZAMA, OPHELIA	K. SAZAMA OVERPAYMENT	17 1741 0669	\$20.00
939	SAZAMA, OPHELIA Total			\$20.00
940	SGW STRINGED INSTRUMENT	SUMMER INSTR. REPAIRS	17 2190 340 1 028 014	\$2,925.00
941			17 2190 340 2 028 001	\$505.00
942	SGW STRINGED INSTRUMENT Total			\$3,430.00
943	Grand Total			\$4,175.75



2021-2022

*Substitute Teacher
Handbook*

Published by:
Norfolk Public Schools
Office of Human Resources and School Accreditation
512 Philip - P.O. Box 139
Norfolk, Nebraska 68702-0139
Phone: 402-644-2500

Introduction

A substitute teacher is an extremely valuable and critical resource to our schools and the job can often be challenging; even under the most favorable conditions. As a substitute teacher in the Norfolk Public Schools system, you are a very important person and we greatly appreciate your commitment to our students and staff.

Whether your stay in our buildings is only for a day (or continues over an extended period of time) we expect your best and we want you to feel supported in your role. Each time you enter one of our classrooms to teach, you are responsible for our most valuable commodity: our children. Your service to our district is very important and we are confident that you will provide a positive learning experience for all students.

This handbook is intended to be a resource for you so that you can find answers to some frequently asked questions, become aware of some standardized expectations and procedures across buildings, and gain a deeper understanding of district operations. The handbook deals with items that should assist you in having a successful year working for our school district.

On behalf of the Norfolk Public Schools Board of Education and our entire staff, I would like to extend a very cordial welcome to you, our substitute teacher! Thank you again for being an important part of our team and we hope that you will enjoy working with us.

Sincerely,

Angie L. Baumann

Director of Human Resources and Accreditation

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 L. Baumann, Director of Human Resources and Accreditation; 512 Philip Avenue, Norfolk, NE 68701, (402) 644-2500.

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

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Norfolk Public Schools
2021-2022
Substitute Handbook
FOREWORD

Section 1 Intent of Handbook

Welcome to Norfolk Public Schools! This handbook is intended to be used by substitute 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.

Each substitute is responsible for understanding the contents of this 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.

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.

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. Little Panthers Preschool is located at 2500 Norfolk Ave and serves our students ages 3 and 4. Lincoln Elementary also offers a K-4 Montessori Program. For the upper grades, Norfolk Middle School serves grades 5-6, Norfolk Junior High serves grades 7-8, and Norfolk Senior High serves grades 9-12. In addition, Alternatives for Success (AFS) 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 Vision and Mission Statement

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.*

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 Student Programs / Special Education
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 Viergutz	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

Certification Requirements

Substitute teachers in the Norfolk Public Schools must have a current Nebraska Teaching, Substitute, or Local Substitute Certificate. All certificates are issued by:

Nebraska Department of Education
Office of Certification
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
Phone: (402) 471-0739
<http://www.education.ne.gov/TCERT/>

IMPORTANT CERTIFICATION INFORMATION

Effective February 1st, 2012, all teaching certificates currently in force will expire August 31st of the year indicated. Therefore, certificate expiration dates on active certificates will be changed in the Teacher Certification system as follows: those expiring January 1st to August 30th will change to August 31st of the same year; and those with an expiration date of September 1st to December 31st will move back to August 31st of that same year. Replacement certificates will not be mailed and do not need to be registered again.

You can view your revised teaching certificate at www.education.ne.gov/TCERT. Under searches: select Current Certificates & HR Training Lookup.

Nebraska Teaching/Substitute Certificates:

- ✓ Initial/Standard/Professional - The holder of an Initial, Standard, or Professional Nebraska Teaching Certificate is eligible to substitute an unlimited number of days in all school districts in Nebraska.
- ✓ Substitute - The holder of a Substitute Nebraska Teaching Certificate is eligible to substitute an unlimited number of days in all school districts in the state.
- ✓ Local Substitute - The holder of a Local Substitute Teaching Certificate may substitute for the Norfolk Public Schools in all grades, subjects, fields, and areas of specialization on an intermittent basis up to 90 days per school year. *(It is the local substitute teacher's responsibility to keep track of the number of days worked.)* To obtain a Local Substitute Certificate an applicant must complete sixty (60) hours of college credit *(official transcripts required)*; get pre-approval from the Norfolk Public Schools' Director of Human Resources; and meet all guidelines established by the State Department of Education. A Local Substitute Teaching Certificate is valid for three (3) years.
- ✓ Wayne State College Student Teachers and Professional Development Students (PDS) - WSC student teachers may serve as substitutes following the guidelines outlined by Wayne State College and the Nebraska Department of Education. PDS students may serve as local substitutes during their first semester in the district, and during the second *(student teaching)* semester. PDS students may serve as substitutes following the Wayne State College guidelines.

Certificate Renewal:

- ✓ Initial/Standard/Professional - Please follow the established procedures outlined on the Nebraska Department of Education website.
- ✓ Substitute - To renew this certificate, the Nebraska Office of Certification requires you substitute a minimum of fifty days in the preceding five years *(the Office of Certification now keeps a record of this information so they can confirm that you qualify)* or an official transcript with three hours of pre-approved college credit. Please follow renewal procedures outlined on the Nebraska Department of Education website. Proof you have taken the Human Relations Training is also required for this certificate.

√ Local Substitute - Please follow procedures outlined on the Nebraska Department of Education website.

Newly Retired Teachers



Teachers who retired at the end of the last school year must be careful not to jeopardize their retirement. The following is a quote from **LB 147**:

“A member shall not be deemed to have terminated employment if the member subsequently provides service to any employer participating in the retirement system provided for in the School Employees Retirement Act within one hundred eighty days after ceasing employment unless such service is:

Bona fide unpaid voluntary service or substitute service, provided on an intermittent basis. For purposes of this subdivision, (A) intermittent basis means service provided on a day-to-day basis that is not greater than eight days of service during a calendar month and (B) day of service means any length of substitute service or unpaid voluntary service provided during a single calendar day;”

It is the responsibility of newly-retired teachers to protect their retirement benefits.

The following guidelines are established to not jeopardize retirement funds:

- 1) You cannot work on a regular basis for the school district for 180 days following your last day of employment with the district.
- 2) You cannot show a “pattern” of substituting.
- 3) You can substitute in an emergency situation only with administrative approval.
- 4) You cannot be a long-term substitute until the 180-day rule is met. *(We estimate the 180-day rule will end by the start of second semester, depending on actual retirement date.)*

Application Procedure



New/Returning Substitutes - Any person who wishes to substitute for the Norfolk Public Schools should complete/update the online application available through the district website at <http://www.norfolkpublicschools.org/>. Click on “Employment,” and “Substitute Teacher for (School Year)” to access the application. Please call Human Resources at (402) 644-2500 if you need more information. You must reapply each year.

It is your responsibility to maintain a current Nebraska teaching certificate and to be sure that your certificate is on file with the Human Resources Office. The Human Resources Office must register and photocopy the teaching certificate issued by the Nebraska Department of Education.

A substitute can be added to the district “Substitute Teacher List” **and begin working** only when the following checklist has been fully completed:

- √ An online “Substitute Teacher Application” and all other requested information has been submitted on the NPS district website for the current school year
- √ A current Nebraska Teaching Certificate has been registered/copied by the Human Resources Office
- √ W-4 has been completed.
- √ I-9 *(with two approved forms of identification)* has been completed.
- √ Direct deposit form *(with account information attached)* completed.
- √ Annuity form *(optional)* completed.
- √ Completed the NPS substitute teacher workshop or viewed the substitute teacher presentation *(call Human Resources at (402) 644-2500 to schedule an appointment).*
- √ Substitute has met with payroll office or Human Resources staff to complete paperwork.
- √ A photo ID has been processed.

Substitute Address/Status Change

Substitute teachers are responsible for notifying the **Human Resources Office** (402) 644-2500 of any **permanent** changes in their availability, phone number, etc., and we will update changes in our sub management system.

Substitute Daily Rate Pay

		Teaching Certificate		
Assignment	Duration	Retired NPS Teacher	Initial/Standard/Professional/ Substitute Rate	Local Substitute* Rate
Short Term	Daily	\$147.151/day	\$137.141/day	\$117.121/day
Long Term	Day 21**	\$203.205/day - Days 1-20 are retroactive to the long term daily rate**	\$198.200/day - 1/188 th of base pay and days 1-20 are retroactive to the base salary**	Not available
Long Term - Half (.5) Time	Day 21**	\$101.50102.50/day - Days 1-20 are retroactive to the long term daily rate**	\$99.100/day - One-half 1/188 th of base pay and days 1-20 are retroactive to one-half the base salary**	Not available
Bonus	20 Days	\$150 awarded for 20 days worked per semester. Does not include those who qualify for the long term teacher sub pay.		

*Limited to 90 days in a school year

**Days must be consecutive in the same teaching assignment

Substitutes are paid on (or before) the 18th of the month by direct deposit based on the schedule below:

2021 - 2022 Payroll Cut-Off Dates

Monthly Pay Periods	Pay Date
July 18 – August 21, 2021**	September 17, 2021
August 22 – September 18, 2021	October 18, 2021
September 19 - October 16, 2021	November 18, 2021
October 17 - November 20, 2021**	December 17, 2021
November 21 – December 18, 2021	January 18, 2022
December 19 - January 22, 2022**	February 18, 2022
January 23 - February 19, 2022	March 18, 2022
February 20 - March 19, 2022	April 18, 2022
March 20 - April 16, 2022	May 18, 2022
April 17 - May 21, 2022**	June 17, 2022
May 22 – June 18, 2022	July 18, 2022
June 19 - July 16, 2022	August 18, 2022
July 17- August 20, 2022**	September 16, 2022

**Indicates a five-week pay period

You will receive a pay stub by mail indicating the amount deposited in your designated account(s). In accordance with the federal and state statutes and rules of the Board of Education, deductions are made from the substitute teachers' salaries for social security and income tax, but no deductions are made for retirement. Temporary substitute teachers, by state regulations, are not classified as regular teachers and thus have no pension or tenure rights.



Annuity Option: Substitute teachers are eligible to designate a portion of their salary to an annuity with a company from an approved list provided by the Business Office. Appropriate forms and signatures will be required before funds will be deposited into an annuity. (**Note:** A deposit will not be made to an annuity if the substitute's pay for that month does not equal or exceed the designated amount.)



Substitutes should keep track of the dates, locations, and times they substitute and verify this information on their pay stub when it arrives. (*Again, Local Substitutes are to monitor their 90 day limit.*) To prevent delay in receiving your pay stub, address changes must be sent to the **Human Resources Office** as soon as possible. If you have any questions regarding your pay please call (402) 644-2500 and ask for “payroll.”

Long-Term Substitutes

We are required under the **Every Student Succeeds Act (ESSA)** to notify all parents if we have a substitute teacher for four weeks or more. The letter should be sent by the principal as soon as he/she realizes the substitute will be teaching four weeks or more. Substitute teachers with an Initial, Standard, Professional, or Substitute Teaching Certificate are eligible for long-term substitute positions.

- 1) Definition of Long-Term Substitute: A substitute who remains in the same teaching assignment for twenty-one or more consecutive days.
- 2) Long-Term Substitute Pay: On day twenty-one, the daily rate moves to the teacher’s salary schedule - **Step I, Column A** - and substitutes are paid the balance of this amount retroactively for the first 20 days.
- 3) Long-Term Half-Day Substitute: The same process is followed for a long-term half-day (.5) substitute, however, the salary is adjusted accordingly.
- 4) Long-Term Substitute Sick Leave or Bereavement Leave: Any substitute teacher who is teaching a long-term assignment is entitled to one (1) paid sick or bereavement day. The substitute teacher must have taught at least ten (10) consecutive days before the sick or bereavement day can be used. If the substitute teacher uses the one sick or bereavement day any time after teaching at least ten (10) consecutive days their time will NOT be counted as being interrupted. However, if a substitute uses sick or bereavement time for more than one workday during a long-term teaching assignment the following will occur:
 - a) The second sick or bereavement day will be without pay with salary remaining the same (*no interruption*);
 - b) The third sick or bereavement day will be without pay and the substitute will revert back to the daily rate and needs to once again start accumulating consecutive days.
- 5) Sick Leave for long-term half-day substitutes will be pro-rated.

Local Substitutes: Long-term substituting is not allowed.

Substitutes and Building Assignments



Our online sub procurement system Absence Management (Aesop) is used to contact substitutes for the Norfolk Public Schools. The web address to access the system is: <https://www.aesoponline.com/>

All substitute teachers should receive account and log in information for access to this system at the time payroll paperwork is completed.

As a general rule, when substitutes are needed due to illness or family emergencies, they are contacted beginning after 6:00 a.m. The building principal should secure long-term substitute teacher assignments in consultation with the Human Resources Office.

As a safety measure, all substitute teachers are required to have a **photo ID** and it is to be worn whenever you are in a school building. Those substitutes working at Norfolk Senior High will also be given a **parking pass**, available in the Senior High office the first time you substitute at that building. The pass will be distributed by office staff upon arrival.

The regular teacher schedule and typical substitute teacher schedule:

Level	Check-In Time	Check-Out Time	Students in Session
Elementary (<i>Grades K-4</i>)	7:45 a.m.	3:45 p.m.	8:05-3:15
Middle School (<i>Grades 5-6</i>)	7:45 a.m.	3:45 p.m.	8:00-3:20

Junior High* (Grades 7-8)	7:45 a.m.	3:45 p.m.	8:00-3:25
Senior High (Grades 9-12)	7:45 a.m.	3:45 p.m.	8:00-3:25

**Please Note: The east office doors at the Junior High are the only doors unlocked during the school day.*

The typical workday is eight hours. If the school you are substituting in needs you earlier, the time can be adjusted. For example, if the Senior High asks you to be there 15 minutes early, your workday is completed 15 minutes early.

There are two categories which constitute a “half-day”:

- 1) Typically, a half-day is from 7:45 a.m. to 12:00 p.m. or 12:00 p.m. to 3:45 p.m.
- 2) A second type of half-day is four hours that may span both morning and afternoon - for example, 11:00 a.m. to 3:00 p.m.

* Please understand that the specific job assignment may not be exactly four hours. It could be slightly more or less depending on individual school circumstances.

Substitutes who are on the teacher’s “preferred sub” list will generally be contacted first. For the sake of accurate record keeping and to ensure proper credit for substitute time, please do not accept a teaching assignment from a staff member without contacting (and receiving confirmation from) the attendance secretary. An attempt is made to give all substitutes an opportunity to work as often as possible; however, teacher and principal requests for specific substitutes are honored.

School Dress

Substitutes 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 subs are encouraged to show their school spirit by wearing a Panther Polo on those days. Neat, clean jeans may be allowed by your building principal on Spirit Days if they are accompanied by a Panther Polo.

The Substitute and the Principal

Unless you are notified of an assignment later in the morning, you are expected to arrive at your assigned school on time. Go directly to the main office for any special instructions or revised assignments. Review the lesson plans with the building administrator (*or his/her designee*) if possible to clarify assignment information. Check with the attendance secretary (or building administrator) in regard to extra duty assignments (i.e. detention duty, hall duty, study hall duty, playground duty, lunch duty, etc.). Check the teacher's mailbox as needed for additional materials or information. Take anything from the mailbox pertinent to your teaching day, but leave personal or United States mail in the mailbox. Inquire where your teaching assignment is located and go to that area immediately to familiarize yourself with the schedule and room layout. If you have not received lesson plans from the teacher or as an attachment in the Absence Management (Aesop) program, immediately contact the attendance secretary or a building administrator. If no plans are located, please inform the building principal (*or his/her designee*) immediately.



The substitute teacher should also be introduced to a staff member who may be of assistance if the principal is not available for consultation.

Responsibilities of the Regular Teacher

Even though they may never meet, the substitute and the regular teacher have a responsibility to each other to provide for a productive day of learning. The regular teacher is responsible for the attitude that his/her pupils display toward the substitute teacher. That attitude should be one of helpfulness and courtesy as would be accorded any invited guest of the school.

Hopefully, most or all information needed to carry on the regular classroom lessons will be available to you when you arrive at your teaching assignment. If adequate lesson plans or specific teacher instructions are located, please follow those plans as closely as possible. Additionally, there are other things you should have to make



your assignment as productive as possible. It is expected that the teacher will provide current seating charts with student pictures, notification of special schedules (assembly, field day, etc.) identify special student needs (hard of hearing, visually impaired, etc.) and a list of student and staff helpers and their assignments. You should also be provided recess schedules, bell schedules, bus schedules, special seating for assemblies, safety information, and instructions to follow in case of a student accident or illness.

Responsibilities of the Substitute Teacher

Unless otherwise directed, the substitute teacher should perform all the work of the teacher who is absent including playground, hall and lunch duties, and other similar school-related tasks such as grading papers.

The substitute teacher will be responsible for taking attendance. The substitute teacher should follow the plans and assignments of the regular teacher unless the principal or assisting teacher gives permission to do otherwise after a consultation on the subject.



A dignified, businesslike, sensitive, warm, and respectful attitude toward students usually merits the respect a teacher deserves. If there are students who become major discipline problems and/or disrupt the teaching atmosphere to the extent you cannot carry on your duties, know the specific building procedures to use in contacting administration to have the student removed from the class. In all normal teaching situations, the substitute is expected to handle routine discipline problems and any other normal behavior exhibited by students.

These policies are general, but very important, and they pertain to all Norfolk Public School buildings. Individual schools may also have more specific and detailed policies.

- ✓ Substitute teachers are **NOT** to use teacher computers for personal reasons; the computers are for official school business only. Accessing personal/home e-mail accounts on school computers is classified as unauthorized use and could result in revocation of your Norfolk Public Schools' substituting privileges.
- ✓ Substitutes are **NOT** to use personal cell phones (*or any other personal communication devices*) while supervising students. However, these devices may be used while on lunch break, etc.
- ✓ Classroom materials and supplies should be used with discretion, properly cared for during the day, and left in an orderly fashion at the end of the day.
- ✓ All money collected in the classroom for any reason should be removed from the classroom as soon as possible and turned in to the principal's office in accordance with specific building procedures.
- ✓ If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the principal's office and immediately alert the office. Under no circumstances should a child be released from your care without proper approval.
- ✓ In the event of major discipline problems, contact administration immediately. At no time are you to administer corporal punishment. Do not put your hands on students or physically force them to do anything.
- ✓ Students are never to be released from the school building without written permission from the school principal's office.
- ✓ Students are not to be kept after school by a substitute without the principal's approval.
- ✓ All cases of accidents or illnesses are to be reported immediately to the school office.
- ✓ Information concerning students, such as health information, etc., which may be confidential in nature should be kept confidential by the substitute. Additionally, this information should not be left out where others can view it. Confidential student information should remain in the sub folder after you use it as intended by the teacher.
- ✓ The substitute is responsible for learning the instructions for all emergency procedures in each building where he/she is teaching and they should be trained in the district's **Standard Response Protocol or SRP**. This SRP information is located on the school website under the

“Safety and Security” tab. A copy of the district SRP is also located in the appendix at the end of this document.

- ✓ At no time are substitute teachers to dispense medication to students. If a substitute has playground/recess duty, they should know which playground/recess person has medical supplies.
- ✓ When you leave the classroom at the end of the day, please see that it is in an orderly fashion, the windows are closed and locked, and that the room is locked. When you have completed your work for the day, check out with the school secretary. Document information regarding the day (discipline issues, student questions, etc.) and submit the information to the building principal or his/ her designee. You should make a brief written summary of each class session. This would include any problems encountered, areas of study not adequately covered, assignments made, etc. Basically, a general evaluation of what happened during the instructional period. The written summary should be turned in to the building administrator at the end of the day. If a substitute works only one or two days, there should be a daily summary. If a substitute serves several consecutive days this summary should be made at the end of the substitute's service. (A “Substitute Summary” is included in the back of this handbook.)



The Substitute Teacher and the Students

The students are expected to share the responsibility of making the day's work effective despite the absence of the regular teacher. A substitute teacher should expect the full cooperation of all students in the room and should help ensure such cooperation by planning to make the day worthwhile and productive.



A strong teacher takes time to start the day right. They are proactive in their preparation and alert to see that the class is in order and that all materials are ready. Be aware that the confidence of the pupils may be won or lost in the first ten minutes. By using an updated seating chart (complete with student pictures), the substitute may soon learn the students' names. To help with introductions and clarity of information, the substitute's name should be prominently displayed and pronounced for the students. If you have a question about a student's name (pronunciation, etc.), please ask the student to privately clarify the name (if possible) before publicly announcing the information.

It is wise for the substitute to avoid talking too much and waste time. Remain on task and focus on the objectives and learning targets of the lesson at all times. Brief directions given with animation will save time and prevent disorder. No teacher should use threats to obtain the desired reaction from students. A teacher's skill lies in their ability to engage the pupils' interest and willingness to cooperate without using undue pressure. Consult the substitute folder for the names of reliable students who can be a source of help and information during the day.

Educational consultant, Robert Defruyn, has identified seven ways a teacher can be more influential and have a more effective impact on their students. This information can be applied to substitute teaching as well. The behavior styles we operate from are “Child, Parent, and Adult.” The “Adult” role serves (*substitute*) teachers best. As a (*substitute*) teacher apply these steps whenever possible when you are working with students. Be mindful of the “Adult” role when working with students. Seven steps to assist success with students are as follows:

- 1) Use action to establish support rather than power. Power builds walls and support tears them down. The goal must be to know students as individuals – to let them know we understand the challenges and problems they face and respect them as individuals.
- 2) Relax! You will have a hard time developing positive relationships with students if you are uptight or appear so busy that you couldn't possibly have an interest in them. You will build effective relationships with students if you are easy to talk to, are ready to listen, and appear to be in their corner. The goal is to remove the achievement blocks and smooth the way for student success – not to make it more difficult.
- 3) Always tell students precisely what you expect. In every classroom, the (*substitute*) teacher establishes the rules. If you want to build effective relationships with students, these rules

must be known to students and be consistently and fairly enforced. To be fair, you must also be flexible. Things are not always “black and white” and “fair doesn’t always mean equal”. Know your “hot buttons” and emotional triggers.

- 4) Be polite, friendly, and genuine. You will not build effective student relationships with manipulation. Young people can spot phony behavior quickly and easily. They mimic it. They poke fun at it. They dislike it. When you are dealing with resistance, remain positive and polite.
- 5) Don’t make students always come to you. Go to the students. Meet them where they are. Follow this practice in and out of school. If students falter in class, be the positive initiator. If you see them in the hall or in the supermarket, go out of your way to acknowledge them and visit with them. The more you learn about them and what they do outside of the classroom, the more you will establish credibility and trust.
- 6) Always act as if you are pleased to see students. Whenever you encounter them, smile and greet them warmly, immediately. And never, under any circumstances, indicate that you don’t have time to see them.
- 7) Look for both the joy and pain in students. When students are experiencing success, be the first to help them enjoy and celebrate. On the other side, if they are experiencing pain, be there for them. Anytime you show them you care; you are building stronger relationships.



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

Report to all duty assignments on time.

Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

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.

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).

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.

Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.

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

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

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.

When you go over safety rules with students, document this training.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

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.

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

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so that additional warnings may be given if needed and actions can be initiated to fix the issue.

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:

- student fight
- 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
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- a report or a suspicion of an abusive or neglectful situation involving the student
- 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

Substitutes may not search students. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present (remember to maintain "eyes on" vigilance with the student as this happens), or to follow you to the office if you can leave your assigned area without causing risk of harm to others or leave other students unsupervised. Contact building administration as soon as possible if you believe that a student

has a dangerous item, etc. 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 information is not public information.

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 substitute is responsible for understanding and supporting classroom expectations and consistently implementing these expectations.

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 communicated in writing from the regular teacher.
2. Document student behavior as needed. This can be done on paper or in a digital format.
3. Be attentive and respond to “bullying” immediately.
4. If a student continues to cause problems after you have tried to utilize normal classroom management techniques such as proximity control, redirection, offering choices, etc. please send the student to the office or request additional administrative or staff support to assist with the situation. 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 significant behavioral problems (such as physical or verbal aggression, threats, property damage, etc.) to the building administration as soon as possible.
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. 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.
6. 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.

The following information is from a philosophy called “Teaching with Love and Logic” developed by Charles and Jim Fay.

Helping students solve their own problems:

- 1) Provide empathy and listen
- 2) Ask, “What do you think you are going to do?”
- 3) If they shrug their shoulders, ask “Would you like to hear what some other kids try?”
- 4) Give them two or three possible choices or solutions. After each, ask, “How will that work for you?”
- 5) Allow them to learn from the happy or sad consequences of their choices.



Discipline Considerations

- 1) Good teachers offer students lots of small choices that will not cause a problem for anyone. The more students feel they can make a choice, the more cooperative they become.
 - √ For each choice, give two options - make sure you like both options.
 - √ Give choices before there is resistance - not after.
- 2) Traditional techniques like lectures, punishments, and rewards many times make the problems worse.
- 3) The fastest way to erode your authority in the classroom is by telling a potentially resistant student what to do. Example:
 - Teacher - "Get to work."
 - Student - "You can't make me."It took the student, and a few seconds for the teacher, to lose whatever power he/she might have had and the relationship immediately deteriorates.

Dispensing Medication to Students (Policy No. 6910)

Substitutes are not permitted to give any medication to students unless they are 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.**

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.

Substitutes are to promptly inform building administrators or office staff about child abuse allegations or suspicions. 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 substitutes, 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.

Legal Aspects of Substituting

- ✓ Supervision of Students: The substitute has a duty to keep children safe and orderly. The standard is the reasonable use of professional judgment for the safety and orderly education of students.
- ✓ Due Care and Caution: A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, and following school safety policies and procedures.
- ✓ Release of Children: Children should not be allowed to leave the building during the school day without express consent from the office.
-  ✓ Administering Medication: Medication should only be administered by the school nurse or other appropriate health personnel.
- ✓ Confidentiality: It is unprofessional and against the law to disclose confidential information about your students. Avoid comments about individual students that convey private information, i.e., grades, medical condition, learning or discipline problems, etc. Please remember that confidentiality about students remains in place even after a substitute leaves the classroom. Do not discuss student issues or disclose confidential student information in public.
- ✓ Anecdotal Records: Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that a classroom occurrence might be questioned, note the date and time, the individuals involved, the choices for action considered, and the actions taken.
- ✓ Discipline Policies: The school district's policy is NO CORPORAL PUNISHMENT. When sending a student to the principal due to discipline matters, the substitute teacher maintains the duties of supervision and due care of both the individual child and the remainder of the class. Send a child to bring someone from the office to intervene, or have another teacher watch your class.
- ✓ Dangerous Situations: A substitute teacher is responsible for making sure the learning environment is safe, such as the arrangement of desks so as not to block exits, and proper supervision is in place during the use of potentially dangerous classroom equipment. Planned activities in a physical education, science, shop, or home economics class may be uncomfortable for the substitute teacher. In such cases, the substitute teacher may choose to do an alternative activity which they feel they can conduct safely. Notify the principal in advance if lesson plans are changed.

School Based Vocabulary Terms:

To communicate better and more precisely, educators have developed names for school programs and processes. Listed below are some terms you might find to be helpful.

- ✓ Alternatives for Success (AFS): This is the high school alternative program located across the street west of the high school.

- √ ESSA – Every Student Succeeds Act: This is the nation's main education law for all public schools. The law holds schools accountable for how students learn and achieve. ESSA aims to provide an equal opportunity for students who get special education services
- √ IEP: Individualized Education Plan: This is a written document that is developed for each public school child who is eligible for special education.
- √ SAT: Student Assistance Team: is a school-based group of people whose purpose is to provide additional Tier II support to students who are experiencing difficulties that are preventing them from benefiting from general education, because they are either performing below or above expectations.
- √ MTSS: Multi- Tiered Systems of Support: This is a comprehensive school wide framework used to provide targeted support for all learners.
- √ Wonders: A language arts program for students in grades K-5.
- √ Envisions: A math program for students in grades 3-8.
- √ Journaling: The actual writing of ideas, thoughts, etc., by students. Typically these are personal writings intended, 1) to provide additional writing opportunity, 2) to allow students to organize their thoughts and ideas, and 3) to provide reflection time.
- √ Literature Circles: A guided reading strategy in which the teacher works with a small group of students who have like reading skills.
- √ Proficiency Scales: These scales measure a student's current understanding of various content or topics in subjects like reading, math, or science. It communicates smaller, more specific skills and abilities the student must demonstrate to accomplish the learning target.
- √ Learning Targets: These are concrete goals written in student-friendly language that clearly describe what students will learn and be able to do by the end of a class, unit, project, or even a course.
- √ Manipulatives: Actual items (*beads, blocks, beans, etc.*) that assist students in seeing various mathematics proportions.
- √ MAP (Measures of Academic Progress) – A standardized, norm-referenced test of Reading, Language Usage, and Mathematics.
- √ Multicultural Program: The process of infusing information about, and respect for, other cultures that have contributed to the growth of the United States. Norfolk's multicultural program focuses on Native Americans, Hispanic Americans, African Americans, Asian Americans, and European Americans.
- √ NSCAS: The Nebraska Student-Centered Assessment System (NSCAS), pronounced "en-skass," is a statewide assessment system that embodies Nebraska's holistic view of students and helps them prepare for success in postsecondary education, career, and civic life. It uses multiple measures throughout the year to provide educators and decision makers at all levels with the insights they need to support student learning.
- √ Rubric: A rating scale that provides specific descriptors that guide both teacher and student through levels of performance for a task – such as writing.
- √ Six Trait Writing: Student writing is assessed in six areas. They are: Ideas and Content, Organization, Voice, Word Choice, Sentence Fluency, and Writing Conventions.
- √ Time Out/Quiet Room: A place to send a student who is disruptive. The purpose of this room (*or space*) is to allow the student to "settle down" and, when ready, return to the classroom.
- √ Writer's Workshop: A process of writing whereby students compose a written paper over an extended period of time. The process moves from generating ideas to rough draft to editing to final copy.
- √ IXL – A software based program that supplements grammar and mechanics instruction in Language Arts and math concepts.



Substitute Teachers and Their Professional Responsibilities

It is a mark of professional ethics for a substitute teacher to refrain from criticizing the work of the regular teacher or the work of the school.

Inclement Weather



In the event that Norfolk Public Schools close due to inclement weather, substitutes are not to report to work and will not be paid. If school closes during the morning, substitutes will be paid for a half-day; and if school closes during the afternoon, substitutes will be paid for a full day. School closing information is available on local media outlets as soon as the information is released.

Substitutes who are working more than ten consecutive days in the same position are to follow the same procedures for inclement weather as provided for regular teachers.

Drug-Free Schools and Work Place

Norfolk Public Schools is committed to providing an employment environment that is safe and provides a creative and productive work force. To this end, the district unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol. It is unlawful and, therefore, absolutely prohibited for any employee (*or substitute*) of the district to:

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

Inappropriate conduct outside the school environment could also be grounds for removal as a substitute teacher for the Norfolk Public Schools.

Smoke-Free/ Vaping Free Environment



- ✓ Tobacco smoke is linked with heart, lung and respiratory diseases. Nonsmokers are harmed by the secondhand smoke. The hazards range from immediate to long-term serious effects. Some employees already suffer from respiratory diseases, heart diseases, or allergies where they may be at risk when smoke is present.
- ✓ Nonsmoking is the policy in all school buildings, on all school grounds, and in all school vehicles.
- ✓ Vaping in all forms is also not permitted in school buildings, on school grounds, or in school vehicles.
- ✓ It is the intent of the Board of Education to maintain a smoke/vaping-free environment within the district. Our employees are one of our most valuable resources and we promote the health, safety, and well being of each individual.
- ✓ Employees, substitutes, and visitors are also expected to honor the non-smoking/vaping designation. Visitors will be asked to quit smoking/vaping or leave the school grounds.
- ✓ Employees/Substitutes who violate this no smoking/vaping policy will be subject to the same disciplinary actions that accompany infractions of other school rules, up to and including termination.

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.

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).

Elementary Substitute Hints and Suggestions for Success

1. Know the teacher who is next door. Introduce yourself so you can call on someone to answer your questions about schedules or material for the class.
2. When students need to go to the restroom or the library, send only one student at a time. When the first one returns, a second one may go.
3. If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you can call a student by name and not just refer to them as “the student in the blue shirt.”
4. Let students know it is better to have the correct names so the wrong student doesn't get in trouble with the permanent teacher.
5. Do not let students start any name calling or rude behavior to other students. It is much easier to stop a disagreement by talking before it gets to pushing or a fight.
6. Try to get out into the hallway between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on the students coming into the

classroom. If students are aware of a teacher's physical presence and active supervision, they are less likely to engage in inappropriate behavior.



7. Have a couple of extra pens or pencils with you for those who have “forgotten” and would rather go to their lockers and walk the halls than be in class.
8. If you do give a student a pen or pencil and you would like it back, be sure to ask the student for their lunch card, or something of value that they will be sure to remember they want back. Many students will just plain forget that it isn't their pen.
9. Try to have the names of one or two trustworthy students who will tell you the truth and help out in the class.
10. Never let a class go early for lunch or to the next class unless the teacher or the next door teacher says it is okay. Some schools have very strict rules about the number of students in the cafeteria at a time.
11. Make your rules and expectations very clear at the beginning of the day.
12. Do not touch the blood of a bleeding child. Use a napkin, towel, or a cloth to cover the cut. Have the student put his hand on the cut until you can get to some first aid or the nurse.
13. Do not discuss the teacher's class with other people, especially outside of school. You are a professional and shouldn't discuss individual students or problems.
14. If you need to talk to someone about a problem, talk to the principal.
15. Be neat in your appearance.
16. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
17. Correct the students' work for the day if possible.
18. Even though a few students can upset your plans, try to find out the names of the students who have been good or helpful and let the teacher know about them as well.
19. Most students will respect your leadership, but there may be some who will question your plans or authority. It is better not to argue. Instead say, “I know this may not be the way your regular teacher does it, but this is the plan for today.” Avoid power struggles.
20. If you are not sure how the teacher wants an assignment done, ask another teacher to develop your own plan. Be sure to leave a note for the permanent teacher explaining what you assigned.
21. Be assertive so the students don't feel they can manipulate your decisions and authority. You can use statements such as:
 - ✓ I need you to start reading now.
 - ✓ I want everyone to pass their papers forward.
 - ✓ I don't need . . .
 - ✓ I don't want . . .



Secondary Substitute Hints and Suggestions

1. Know the teacher who is next door. Introduce yourself so you can call on someone to answer your questions about schedules or material for the class.
2. When students need to go to the restroom or the library, send only one student at a time. When the first one returns, a second one may go. Have students sign out when they leave and sign in when they return so you'll always have a record of where they are and how long they've been gone.
3. If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you call a student by name and not just refer to them as the “student in the blue shirt.”
4. If a student doesn't respond when you call them by name, you may suspect the students have switched seats. Let students know it is better to have the correct names so the wrong student doesn't get in trouble with the permanent teacher.
5. Do not let students start any name calling or rude behavior to other students. It is much easier to stop a disagreement by talking before it gets to pushing or a fight.
6. Try to get in the hallway between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on the



students coming into the classroom. If the students are aware of a teacher's physical presence and active supervision, they are less likely to engage in disruptive behavior.

7. Have a couple of extra pens or pencils with you for those who have "forgotten" and would rather go to their lockers and walk the halls than be in class.
8. If you do give a student a pen or pencil and you would like it back, be sure to ask the student for an ID, driver's license, or something of value that they will be sure to remember they want back. Many students will just plain forget that it isn't their pen.
9. Try to have the names of one or two trustworthy students who will tell you the truth and help out in the class.
10. Never let a class go early for lunch or the next class unless the teacher or the next door teacher says it is okay. Some schools have very strict rules about the number of students in the cafeteria at a time.
11. Make your rules and expectations very clear at the beginning of the class.
12. Do not discuss the teacher's class with other people, especially out of school. You are a professional and shouldn't discuss individual students or problems.
13. If you need to talk to someone about a problem, talk to the principal.
14. Be neat in your appearance.
15. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
16. Correct the students' work for the day if possible.
17. Even though a few students can upset your plans, try to find out the names of the students who have been good or helpful and let the teacher know about them also.
18. Most students will respect your leadership, but there will be some who will question your plans or authority. It is better not to argue. Instead say, "I know this may not be the way your regular teacher does it, but this is the plan for today." Avoid power struggles.
19. If you are not sure how the teacher wants an assignment done, ask another teacher to develop your own plan. Then be sure to leave a note for the permanent teacher explaining what you assigned.
20. Be assertive, yet understanding so the students don't feel they can manipulate your decisions and authority. You can use statements such as:
 - √ I need you to start reading now.
 - √ I want everyone to pass their papers forward.
 - √ I don't need . . .
 - √ I don't want . . .
21. Don't let any student possess a knife or any other weapon. Safely confiscate the item if possible. If a student has a nail file and jabs it at another student, consider that a weapon and safely confiscate the item as soon as possible.
22. If a teacher has classroom sets that are used by the students, be sure to have them all returned before the entire class can leave. It is easier to locate one book or calculator in a class of 30 than trying to find one in the whole school. Hopefully, the calculators or books are numbered and have been assigned to be given out in order so you know who has the missing book.



Additional General Classroom Strategies:

K-W-L: Know, Want, Learn:

A major challenge of substitute teaching, particularly in the upper grades, is trying to teach a subject which you know absolutely nothing about. One method of providing a meaningful learning experience in such a situation is the utilization of a KWL chart. KWL stands for "what do I know," "what do I want to know," and "what have I learned?" A KWL chart provides an outline for having the students teach you. As you are being taught, the students will be teaching each other, and clarifying concepts in their own minds.

A lesson using KWL would begin by the teacher listing the letters K, W, and L across the top of the board. Under the appropriate letter would be written, "What do I know?" "What do I want to know?" and "What have I learned?"

The teacher then lists facts which they know about the subject in the first column. In the second column, the teacher list things they want to know or understand. A brief look at a student text-book will help to list "want to know" topics and ideas which students will be capable of addressing. The students are then asked to help answer and explain the items listed in the "W" column. Encouraging students to refer to their textbooks and other resources to answer your questions will help ensure that correct principles are being taught and explained.

At the end of the class period or lesson, the teacher completes the final column listing what they have learned during the class from the students. Students will be checking to make sure the "learned" information is correct.

An example K-W-L Chart that could be used for learning about volcanoes:

K What do I Know ?	W What do I Want to know?	L What have I Learned ?
1. Lava comes out of volcanoes. 2. There are volcanoes in Hawaii. 3. Volcanoes erupt. 4. The lava from volcanoes is hot. 5. Volcanoes can be dangerous	1. What is lava? 2. Where does lava come from? 3. Where are most of the volcanoes in the world? 4. Why do volcanoes erupt? 5. Etc.	1. Lava is melted rock. 2. When lava is still under ground, it is called magma. 3. Etc. 

An adaptation of this teaching method is to have the students complete individual KWL charts. This works well with assignments such as reading science chapters or watching videos. Before the activity, students write down what they know and what they want to/think they will learn during the activity. At the end of the activity, they complete the third column. A class discussion of the information students list in the third column will help to clarify any confusing points and provide a review of the material covered.

**Material from Utah State University, Substitute Teacher Training Institute*

Verbs Often Used to Promote Higher Level Thinking

Level of Thinking	Typical Verbs Used	Examples of Teacher Questions
Knowledge	Define Draw Repeat Record Receive Identify Label List Name	<u>Name</u> the author of the book.
Comprehension	Classify Compare Contrast Translate Explain Summarize Give examples	<u>Compare</u> the weather today with the weather yesterday.

Application	Apply Complete Illustrate Solve Predict	Calculate Demonstrate Practice Use Show	<u>Complete</u> the sentence using a vocabulary word from the lesson.
Analysis	Analyze Discuss Explain Inspect	Classify Divide Infer	<u>Explain</u> why it is important to have classroom rules.
Synthesis	Arrange Construct Design Generalize Plan Categorize	Combine Create Develop Organize Predict Rearrange	<u>Predict</u> what would happen if a law was passed which made commercials on TV illegal.
Evaluation	Assess Estimate Judge Rate Test Justify	Critique Evaluate Rank Recommend Value	What requirements for hiring a new teacher would you <u>recommend</u> to the principal? 

Appendices:

Appendix: 1

Norfolk Public Schools Instructional Model

The image below is our district instructional model. This graphic is in every classroom in our district and it visually demonstrates the expectations our district has for classroom instruction.

The graphic is titled "NPS INSTRUCTIONAL MODEL STRATEGIES FOR SUCCESS" and features a stylized red star logo. It lists seven instructional strategies, each with a definition and associated student/teacher reflection questions.

Strategy	Definition	Student Reflection	Teacher Reflection
SPARK	Spark is a short, focused and intentional beginning activity that is intended to spark ideas, ignite thinking, make connections, motivate, or warm up.	"AM I ENGAGED IN THE LESSON'S INSTRUCTION?"	"HOW CAN I ENGAGE MY STUDENTS IN LEARNING?"
OBJECTIVE	The objective identifies what students will know and be able to do as a result of the instruction.	"WHAT AM I GOING TO LEARN FROM THIS LESSON?"	"WHAT DO I WANT THE STUDENTS TO LEARN?"
STUDENT-FOCUSED INSTRUCTION	Student-focused instruction includes research-based instructional strategies and reliable classroom management skills. Professional discretion determines purposeful and intentional strategies catered to student needs and addresses learning objectives.	"HOW AM I INVOLVED IN THE LEARNING PROCESS?"	"HOW CAN I ENSURE ALL STUDENTS ARE LEARNING?"
ASSESSMENT	Assessments are formative and summative activities which monitor and evaluate student learning of standards. Formative assessment provides for ongoing feedback, and summative assessment documents levels of proficiency at designated intervals.	"HOW AM I DOING?"	"HOW WILL I MEASURE THE STUDENTS' LEARNING?"
CLOSURE	Closure is a focused and intentional ending activity linked to the instructional objective(s). The learner is asked to show an understanding of or reflect on what was taught and/or what they learned.	"WHAT DID I LEARN TODAY?"	"DID I MEET MY OBJECTIVES?"
TECHNOLOGY INTEGRATION	Technology Integration is the purposeful use of technology for best practices in teaching and learning. The use of technology is intentionally embedded in teaching and learning to appropriately meet the learning objectives established for each lesson.		"HOW CAN I INCLUDE THE USE OF TECHNOLOGY TO ENHANCE MY STUDENTS' UNDERSTANDING OF THIS TOPIC?"
PROFESSIONAL PRACTICES	A true professional educator in the Norfolk Public Schools district reflects on his or her teaching, maintains accurate records, communicates with families, participates in a professional learning community, commits to growing and developing professionally, builds positive relationships and culture, and shows professionalism at all times.		"AM I DEVELOPING AS A PROFESSIONAL EDUCATOR?"

NORFOLK PUBLIC SCHOOLS

Appendix 2

Norfolk Public Schools: Standard Response Protocol (SRP):

Listed below is a graphic of the procedures our district employees and students use in emergency situations.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
if possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Appendix: 3

Blood-borne Pathogens and Universal Precautions Information



Hepatitis B (HBV): In the United States, approximately 300,000 people are infected with HBV annually. Of these cases, a small percentage are fatal.

"Hepatitis" means "inflammation of the liver," and, as its name implies, Hepatitis B is a virus that infects the liver. While there are several different types of hepatitis, HBV is transmitted primarily through "blood to blood" contact. HBV initially causes inflammation of the liver, but it can lead to more serious conditions such as cirrhosis and liver cancer.

There is no "cure" or specific treatment for HBV, but many people who contract the disease will develop antibodies which help them get over the infection and protect them from getting it again. It is important to note that infection with HBV will not stop someone from getting another type of hepatitis.

The hepatitis B virus is very durable, and can survive in dried blood for up to seven days. For this reason, this virus is the primary concern for custodians. Knowledge of blood-borne pathogens is an important factor for the safety of Norfolk Public School employees and its students.

Symptoms of HBV: The symptoms of HBV are very much like a mild "flu." Initially there is a sense of fatigue, possible stomach pain, loss of appetite, and even nausea. As the disease continues to develop, jaundice (*a distinct yellowing of the skin and eyes*) and a darkened urine will occur. However, people who are infected with HBV will often show no symptoms for some time. After exposure, it can take one to nine months before symptoms become noticeable. Loss of appetite and stomach pain, for example, commonly appear within 1-3 months, but can occur as soon as two weeks or as long as 6-9 months after infection

Transmission

Infected blood can enter your system through open sores, cuts, abrasions, acne, and any sort of damages or broken skin such as sunburn or blisters. Bloodborne pathogens may also be transmitted through the mucous membranes of the eyes, nose, and mouth.

Human Immunodeficiency Virus (HIV): AIDS, or Acquired Immune Deficiency Syndrome, is caused by a virus called the Human Immunodeficiency Virus or HIV. Once a person has been infected with HIV, it may be many years before AIDS actually develops. HIV attacks the body's immune system, weakening it so that it cannot fight other deadly diseases. AIDS is a fatal disease and while treatment for it is improving, there is no known cure.

Norfolk Public Schools custodians and employees who clean restrooms or assist with toileting procedures must be aware of HBV and HIV modes of transmission.

HIV is very fragile and will not survive very long outside of the human body. It is primarily of concern to employees providing first aid or medical care in situations involving fresh blood or other potentially infectious materials. It is estimated that the chances of contracting HIV in a workplace environment are only 0.4%. However, because it is such a devastating disease, all precautions must be taken to avoid exposure.

HIV infection essentially occurs in three broad stages. The first stage happens when a person is actually infected with HIV. After the initial infection, a person may show few or no signs of illness for many years. Eventually, in the second stage, an individual may begin to suffer swollen lymph glands or other lesser diseases which begin to take advantage of the body's weakened immune system. The second stage is believed to eventually lead to AIDS, the third and final stage. In this stage, the body becomes completely unable to fight off life threatening diseases and infections.

Symptoms of HIV infection can vary, but often include weakness, fever, sore throat, nausea, headaches, diarrhea, a white coating on the tongue, weight loss, and swollen lymph glands.

Modes of Transmission

HBV and HIV can be transmitted through:

- ✓ Sexual contact
- ✓ Sharing of hypodermic needles
- ✓ From mothers to their babies at or before birth
- ✓ Accidental puncture from contaminated needles, broken glass, or other sharps
- ✓ Contact between broken or damaged skin and infected body fluids
- ✓ Contact between mucous membranes and infected body fluids
- ✓ Saliva (in dental procedures)
- ✓ Any body fluid that is visibly contaminated with blood

Appendix 3: cont. Universal Precautions

Universal precautions are simple infection control measures that reduce the risk of transmission of blood-borne pathogens through exposure to blood or body fluids. Under the “universal precaution” principle, blood and body fluids from all persons should be considered as infected with HIV, regardless of the known or supposed status of a person. Infected blood can enter your system through open sores, cuts, abrasions, acne, and any sort of damages or broken skin such as sunburn or blisters. Blood-borne pathogens may also be transmitted through the mucous membranes of the eyes, nose and mouth. Some infections that can be transmitted through contact with blood and body fluids include:

- √ HIV
- √ Hepatitis A, B, C
- √ Strep Infections
- √ Pneumonia
- √ Syphilis
- √ TB
- √ Malaria
- √ Measles
- √ Chicken Pox
- √ Gastroenteritis-Salmonella and Shigella
- √ Herpes
- √ Urinary tract infections
- √ Blood infections

What do “Universal Precautions” look like to me in school?

For the most part, the use of universal precautions will consist of the use of gloves when handling blood or body secretions. Make sure that you have gloves available to you, and they should be worn when there is potential for mucous membrane, hand, or skin contact with blood, body fluids containing visible blood, other body fluids, other potentially infectious material, or items and surfaces contaminated with these materials. Gloves should be worn any time a provider (that’s you):

- √ Has an open lesion on the hands;
- √ Handles contaminated disposable items such as tissues, diapers, clothing;
- √ Has any hand contact with blood or body fluids;
- √ Especially when providing clean up of body fluid spills such as vomit, blood, feces, urine, when rendering first aid and diapering assistance.



Remember to remove your soiled gloves and wash your hands before touching any cabinets, doorknobs, or items other people may come in contact with.

Avoid accidental injuries by sharp items. Puncture resistant containers marked with the biohazard symbol should be used for the disposal of used needles, syringes, and other sharp items. Red trash bags must be used and disposed of properly for any items containing blood or other body fluids.

Begin by attending to the injured person:

- √ Whenever blood and body fluids are present, a barrier (latex rubber gloves, thick layer of paper towels, or cloth) should be used to minimize exposure of the attending person while the injury is cleansed and/or dressed.



- √ Wear face protection (face shield) during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose and eyes.
 - √ Wear protective body clothing when there is a potential for splashing of blood or body fluids.
 - √ Soiled clothes of the injured person must be bagged to be sent home.
 - √ Place waste in a plastic bag for disposal.
 - √ Remove gloves, dispose and secure in a plastic bag.
 - √ Change clothing if another person’s blood or body fluid gets onto your clothes.
- √ Immediately apply soap.
 - ≈ Thoroughly wash hands with soap by rubbing hands together (avoid scrubbing hands).
 - ≈ Pay particular attention to fingertips, nails, and jewelry.
 - ≈ Rinse with fingers pointing downward
 - ≈ If running water and soap are not immediately available, a waterless antiseptic cleaner or moist towelette may be used until hands can be thoroughly washed (use of antiseptic cleaner or towelette is NOT a substitute for hand washing). WASH HANDS AS SOON AS POSSIBLE.

Clean and disinfect environmental surfaces:

- ✓ Whenever cleaning and disinfecting environmental surfaces in which blood and body fluids are present, a barrier (rubber utility gloves durable enough to withstand environmental cleaning and disinfecting, thick layer of paper towels, or cloth) should be placed between the blood and the attending person. Use disposable paper towels or other disposable materials to remove blood and body fluids.
- ✓ Disinfect the affected area(s) and cleaning tools with a commercial tuberculocidal disinfectant (mixed according to manufacturer's specifications) or bleach solution (approximately 1/4 cup common household bleach per gallon of tap water, mixed fresh daily). The affected surface being disinfected should remain wet for several minutes.
- ✓ Secure all waste in a plastic bag for disposal.



Wash your hands:

- ✓ Before drinking or eating
- ✓ Before handling clean utensils, equipment or food
- ✓ After going to the bathroom
- ✓ After contact with any body secretions
- ✓ After handling any soiled diapers, garments or equipment
- ✓ After caring for kids - especially those with any body secretion discharges

What else can I do to protect myself from contracting infectious disease at school?

- ✓ *Avoid rubbing or touching your eyes;*
- ✓ *Refrain from kissing or being kissed; and*
- ✓ *Use your own personal care items such as drinking glasses and utensils (unless shared items are properly cleaned).*
- ✓ *If you are working in an area where there is reasonable likelihood of exposure, you should never eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses.*

Appendix 4
Substitute Summary/ Feedback Sheet

Office of Director of Human Resources and Accreditation
Norfolk Public Schools

Substitute Summary Sheet

Please complete this summary for the period of time you substituted. Turn this form in to the building office before you leave this assignment.

Substitute Name: _____ Date: ____/____/____

For whom were you substituting today? _____

Yes	No	NA	Please check the correct response to these questions in the boxes to the left.
			Was the teacher's manual available?
			Did the teacher leave a copy of the class roster?
			Did the teacher leave enough information to cover the entire class period?
			Did the teacher leave information regarding classroom procedures?
			Was the office staff helpful during the day?
			Was the administration helpful during the day?
			Did you have any trouble finding your way around the building?

Where were the lesson plans located? _____

Please give your thoughts on the clarity and organization of the lesson plans left for you:

Please list any problems you had with student behavior: _____

Please rate your experience today substituting for the Norfolk Public Schools:

___-Excellent ___-Pleasant ___-Satisfactory ___-Poor

Thanks for your help!

Appendix: 7

Administrative Directory 2021-2022

Central Office Administrators

(402) 644-2500

- *Dr. Jami Jo Thompson, Superintendent*
- *Dr. Bill Robinson: Associate Superintendent of Business Services*
- *Angie L. Baumann, Director of Human Resources and Accreditation*
- *Beth Nelson: Director of Teaching and Learning*
- *Mary Luhr: Director of Student Programs*
- *Erik Wilson: Director of Student Services and Safety*

Building Administrators

Administrator	Title	Building	Address	Work Phone
Derek Ippensen	Principal	Senior High	801 Riverside Blvd.	644-2529
John Erwin	Assistant Principal	Senior High	801 Riverside Blvd.	644-2529
Jason Settles	Assistant Principal	Senior High	801 Riverside Blvd.	644-2529
David Nelson	Dean of Students	Senior High	801 Riverside Blvd.	644-2529
Ben Ries	Activities Director	Senior High	801 Riverside Blvd.	644-2529
Jennifer Robinson	Principal	Junior High	510 Pasewalk Ave.	644-2516
Beau Viergutz	Assistant Principal	Junior High	510 Pasewalk Ave.	644-2516
Tyler Beranek	Dean of Students/AD	Junior High	510 Pasewalk Ave.	644-2516
Chuck Hughes	Principal	Middle School	1221 N. First Street	644-2569
Amy Brown	Assistant Principal	Middle School	1221 N. First Street	644-2569
Trisha Andreasen	Principal	Bel Air	1101 N. Eighteenth	644-2539
Troy Berryman	Principal	Grant	1106 Philip Ave.	644-2544
Haeven Pedersen	Principal	Jefferson	406 Cottonwood	644-2546
Angela Hausmann	Principal	Lincoln/ Montessori	310 S. Third St.	644-2550
Melissa Jantz	Principal	Little Panthers Pre-School	2500 Norfolk Ave.	644-2501
Ryan Specht	Principal	Washington	1205 S. Second St.	644-2557
Tracy Lichty	Principal	Westside	1703 Philip Ave.	644-2561
Bruce Strong	Principal	Woodland Park	611 Meadow Lane	644-2565

Other Phone Numbers:

Human Resources Office: 644-2500 Ext: 1112

Payroll Office: 644-2500 Ext: 1106

Appendix: 8 Substitute Teacher Job Description



Norfolk Public Schools Job Description

It is the policy of Norfolk Public Schools to 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 educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Director of Human Resources.

JOB TITLE: SUBSTITUTE TEACHER

***NOTE:** *This is a generalized job description.* Specific science teaching assignments may vary somewhat in essential functions and requirements. Applicants should be made aware of specific requirements prior to employment.

Norfolk Public Schools will conduct a back-ground check on all substitute candidates.

LOCAL SUBSTITUTE TEACHER REQUIREMENTS:

Completion of 60 credit hours of college credit with at least one course in professional education.
Evidence of Human Relations training
Valid/registered Nebraska Local Substitute Permit
Completion of the application procedure and orientation
Such alternatives to the above qualifications as the Board of Education may find appropriate

STATE SUBSTITUTE TEACHER REQUIREMENTS:

Bachelors Degree from an accredited university or college
Valid/registered Nebraska Teaching/Substitute Certificate
Successful teaching and/or practice teaching experience
Completion of the application procedure and orientation
Such alternatives to the above qualifications as the Board of Education may find appropriate

REPORTS TO: Building Administrator

RECEIVES GUIDANCE FROM: Building Administrator

JOB GOAL: A certified instructor who teaches students in a school in the absence of the regular teacher, carrying out the lessons plans of the teacher for whom he/she is substituting, and meeting the duties of teaching as outlined in current laws and policies

TERMS OF EMPLOYMENT: Substitutes are not considered employees of the Norfolk Public Schools, so their service to our district is on an as-needed basis.

EVALUATION: Performance will be evaluated on an as-needed basis by building administration with input from staff.

NOTE: *Long-term substitute teachers are held to the same standards as a classroom teacher.*

ESSENTIAL FUNCTIONS:

- Respect personal privacy and maintain confidentiality regarding students and staff
- Meet with the principal/staff regarding any questions and concerns about lesson plans or rules and regulations of the school
- Comply with all building procedures and schedules
- Adhere to school and administrative procedures
- Keep accurate attendance record
- Follow the regular lesson plan of the absent teacher
- Display a confident and positive attitude to encourage student engagement
- Establish and maintain order in the classroom; maintain a classroom environment conducive to effective learning
- Communicate with students in a clear and understandable manner
- Maintain high standards of education
- Provide guidance and advice to students; show interest in a student's progress
- Encourage critical thinking, analytical and creative skills
- Update records and promptly submit reports as appropriate
- Take all necessary and reasonable precautions to protect students, materials, equipment, and facilities
- Never leave students unsupervised
- Monitor behavior of students and report to the principal any flagrant issues or problems
- Report evidence of suspected child abuse to building administrator
- Supervise non-classroom activities when assigned
- Cooperate with all school personnel
- Prepare and submit a daily summary of work on designated building forms
- Update the regular teacher of situations or problems encountered
- Perform other responsibilities as assigned

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of Norfolk Public Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles) color, religion, veteran status, national or ethical origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Norfolk Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Norfolk Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

Coordinators have been assigned to oversee anti-discrimination laws (including Title VI, Title IX, the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)). Complaints or concerns involving discrimination or compliance with these laws should be addressed to the appropriate coordinator, as listed below:

Title IX and ADA: Director of Business Affairs ~~Affairs~~ Services

Student concerns related to Title IV and Section 504: Director of Student Services

Employee concerns related to concerns related to Title IV and Section 504: Director of Human Resources

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Norfolk Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Norfolk Public Schools will try to protect employees or 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 (including skin color, hair texture and protective hairstyles) color, religion, veteran's status, national or ethnic origin, sex, disability or age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles) color, religion, disability veteran status, or national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment 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.
- c. Sexual harassment has been 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:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) 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.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or 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.

- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Title IX Coordinator.
- c. If a satisfactory arrangement cannot be obtained through the Title IX Coordinator, the complaint may be processed by the Superintendent or the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

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

Date of Adoption: October 14, 2013
 Date of Revision: September 14, 2015
 Date of Reaffirmation: September 11, 2017
 Date of Revision: November 12, 2018

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - A. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
 - B. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - a. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- c. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- d. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to

hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. ' ' 84-712 through 84-712.09
 Neb. Rev. Stat. ' ' 84-1201 to 84-1227
 Laws 2010, LB 742
 State Records Administrator Guidelines:
 Schedule 10: Records of Local School Districts (Feb. 1989)
 Schedule 24: Local Agencies General Records (March 2005)
 Electronic Imaging Guidelines (March 2003)

Date of Adoption: November 11, 2013
Date of Revision: September 14, 2015
Date of Affirmation: November 9, 2015
Date of Revision: December 9, 2019

Personnel - All EmployeesEqual Opportunity Employment

It is the policy of Norfolk Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Date of Revision: _____ September 14, 2015

Date of Reaffirmation: February 8, 2016

Date of Reaffirmation: February 10, 2020

Personnel - All EmployeesAnti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

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

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

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

Employees and Others: Human 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 of Civil Rights in the U.S. Department of Education (OCR), please contact the 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 Schools is committed to offering employment and educational opportunities to its employees in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or 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, (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status 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, (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, 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 should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or to the compliance coordinator designated to handle complaints of discrimination. If the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor or teacher is the problem, the employee may report the alleged discrimination, harassment or retaliation to the designated coordinator.

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 such 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 days** 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:

a- The District will ensure that relevant District employees 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.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

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 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 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.

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 anti-discrimination 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 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.

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

Date of Adoption: December 9, 2013
Date of Revision: September 14, 2015
Date of Revision: February 8, 2016
Date of Revision: September 11, 2017
Date of Revision: July 9, 2018
Date of Revision: February 10, 2020

Notice of Nondiscrimination

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

Students: [Name of Director], Director of Student Services [or other title], 512 Philip Avenue, Norfolk, NE 68702 (402) 644-2500 ([Email Address]).

Employees and Others: [Name of Director], Business Director [or other title], 512 Philip Avenue, Norfolk, NE 68702 (402) 644-2500 ([Email Address]).

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) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**Complaint Form
Discrimination, Harassment or Retaliation**

The Norfolk Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles) color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: [Name of Director], Director of Student Services [or other title], 512 Philip Avenue, Norfolk, NE 68702 (402) 644-2500 ([Email Address]).

Employees and Others: [Name of Director], Business Director [or other title], 512 Philip Avenue, Norfolk, NE 68702 (402) 644-2500 ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do ___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

Personnel - Certificated EmployeesStandards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

Preamble

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

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

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

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

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

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of sex, **disability**, race, color, ~~creed~~, **religion, veteran status, national or ethnic** origin, age, marital status, **pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status.** ~~ethnic background, or handicapping condition.~~
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Superintendent any known violation of these standards.
10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

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

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

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

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

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

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

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

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.
5. Shall not assign to unqualified personnel tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. §§ 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: January 13, 2014

Date of Reaffirmation: April 13, 2020

PersonnelStandards of Performance for Non-Certified Employees

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

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, **disability**, race, color, ~~creed~~, **religion**, **veteran status**, national or **ethical** origin, age, marital status, **pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status.** ~~ethnic background, handicapping condition.~~
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass in any manner students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.
8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee's personal and institutional views.
11. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee's supervisor.
12. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: January 13, 2014

Date of Affirmation: May 11, 2020

Students

Admission Requirements

Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
 1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence ~~III~~IV, or the Stanford-Binet V;
 2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-~~2~~3);
 3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and/or Wechster individual achievement test IV
 4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administrative.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, ~~gender~~, religion, veteran status, ~~ancestry~~, national or ethnic origin, ~~marital status~~, age, marital status, disability, pregnancy, childbirth or related medical condition or sexual orientation or gender identity or other protected status of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Legal Reference: Neb. Rev. Stat. §§ 43-2001 to 43-2012
 Neb. Rev. Stat. § 79-214
 Neb. Rev. Stat. §§ 79-217 to 79-223
 Neb. Rev. Stat. § 79-266.01

173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: March 14, 2004
Date of Revision: November 13, 2017
Date of Revision: August 12, 2019
Date of Revision: October 12, 2020

Students (& Employees)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 (including skin color, hair texture and protective hairstyles) color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. 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 (including skin color, hair texture and protective hairstyles) color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, 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 (including skin color, hair texture and protective hairstyles) color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, 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 days** 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 anti-discrimination 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

**Complaint Form
Discrimination, Harassment or Retaliation**

The Norfolk Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles) color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: [Name of Director], Director of Student Services [or other title], 512 Philip Avenue, Norfolk, NE 68702 (402) 644-2500 ([Email Address]).

Employees and Others: [Name of Director], Business Director [or other title], 512 Philip Avenue, Norfolk, NE 68702 (402) 644-2500 ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do ___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

InstructionEqual Opportunity: Instruction Program

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

1. Equal rights and opportunities for students and employees in the school community.
2. Equal opportunity for all students to participate in the instructional program of the schools.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Frequent training opportunities for improving staff responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to pupils which are not solely based upon sex, disability, race, color, religion ~~us creed~~, **veteran status, national or ethnic origin**, age, marital status, **pregnancy, childbirth or related medical condition, sexual orientation or gender identity of other protected status**.

Date of Adoption:	July 14, 2014
Date of Reaffirmation:	November 9, 2016
Date of Reaffirmation:	December 14, 2020

Business Operations

Internal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment;
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Continue to develop and implement adequate maintenance procedures for the equipment; and
- 4) Continue to develop and implement sales and disposition procedures for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for-purchases (Under \$50,000);
- 2) A procedure for purchases (between \$50,000 to \$99,999);
- 3) A procedure for purchase \$100,000 and over;
- 4) A procedure for public bids; and
- 5) A procedure for non-public proposals.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal

assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and

- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

Date of Adoption: [Insert Date]

Community RelationsBulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the respective principals; however, building principals may use their discretion on **posting or displaying non-school related information which is not political or commercial in nature**. No information, poster or other display may be posted on any school bulletin board, display case or other areas without the prior permission of the building principal. The building principal shall have the final determination as to whether any posting is political and/or commercial in nature, and there shall be no appeal process if the principal denies a request to post or display non-school related information.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 Board Authority for Supervision and Control

Date of Adoption: October 14, 2013
Date of Reaffirmation: November 12, 2018

Personnel - All EmployeesProfessional Boundaries Between Employees and Students**Definitions:**

Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

Personal communication system means a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform;

School employee means a person nineteen years of age or older who is employed by a public, private, denominations, or parochial school approved or accredited by the State Department of Education. Neb. Rev. Stat. § 28-720. School employee also includes any person who is contracted with, or otherwise paid by the district and who has access to or interaction with students including all student teachers or interns.

Sexual contact has the same meaning as in section 28-318;

Sexual penetration has the same meaning as in section 28-318; and

Student teacher or intern has the same meaning as in section 79-875.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of this policy or any violation of professional boundaries is misconduct and will likely result in disciplinary action.

In addition, a violation of employee and student boundaries is also a violation of standards of professional conduct which could result in the revocation of a certificated educator's certificate or permit. 92 Nebraska Administrative Code Chapter 27.

Such violations could also result in a referral to the Nebraska Department of Health and Human Services and law enforcement.

~~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.~~

Prohibited Activity:

Engaging in ~~any relationship that involves sexual contact or sexual penetration with~~ **sexual activity, a romantic relationship, or dating** a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional boundaries that all employees are expected to maintain with all students. In addition, repeatedly engaging in any of these activities or a combination of these activities are examples of grooming as defined in this policy.

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

- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
 - Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
 - Going to the student's home when the student's parent or a proper chaperone is not present.
 - Giving gifts of a personal nature to a specific student.
 - Grooming (as defined in this policy).
 - Consuming illegal drugs in the presence of a student.
 - Providing alcohol or illegal or unauthorized drugs or medication to a student.
 - Any other behavior which could exploit the unique position of trust and authority between a student and employee.
1. ~~Communication with students through any method not approved or not designated by the school district including social networking apps or websites and texting, or other instant messaging, one on one with students.~~
 2. ~~Communication with students on any matters or subjects that do not pertain to school or school related activities. School or school related activities include student homework, in class activities, school sponsored sports or clubs or any other school sponsored activity.~~
 3. ~~Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or respond in any positive manner to a student's sexual advance.~~
 4. ~~Being alone with a student anywhere where all doors to such room are closed.~~
 5. ~~Showing a student any inappropriate or sexually suggestive material that is not part of classroom lesson or curriculum known to appropriate school authorities.~~
 6. ~~Telling jokes with sexual themes or subject matter.~~
 7. ~~Invading a student's physical privacy. One example would be walking in on a student changing in a locker room or bathroom when the employee has no duty to be there.~~
 8. ~~Intruding on a student's personal physical space in any manner that makes a student uncomfortable.~~
 9. ~~Initiating unwanted physical contact.~~
 10. ~~Treating one student differently from other students either by providing privileges or failing to enforce school policy or other disciplinary action.~~
 11. ~~Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when no basis for concern about the student's health or safety.~~
 12. ~~Providing rides to a student in an employee's personal vehicle without the express written permission of a student's parent or guardian and permission from an administrator unless another school employee is in the vehicle.~~

- ~~13. Meeting with a student outside of school for any reason other than a school sponsored activity or event.~~
- ~~14. Having a student in an employee's home without a student's parent or appropriate chaperone.~~
- ~~15. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.~~
- ~~16. Consuming alcohol in the presence of any student when the student's parent or guardian is not present or consuming illegal drugs in the presence of students at any time.~~
- ~~17. Providing alcohol or illegal or unauthorized drugs or medications to a student under any circumstances.~~
- ~~18. Any other behavior with could exploit the unique position of trust and authority between a student and employee.~~

Exceptions to these prohibitions may include:

1. Communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.
2. An emergency or concern for that student's immediate health or safety.
3. A singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy

~~Except in the case of a true emergency, or an unplanned chance encounter, employees must obtain permission in writing from his or her administrator prior to engaging in such communication.~~

Permissible methods to communicate with students outside of school:

The Superintendent or Superintendent's designee will circulate to staff the District-approved apps or social media sites that employees may use to communicate with student regarding educationally related topics.

In addition, employees may utilize:

1. Text messages that include at least one other adult and a student. The adult may either be the student's parent or guardian or another school employee.
2. Use of social media through a district approved social media account as a coach or supervisor of a school sponsored club or activity. However, even approved social media communication must abide by the standards of professional conduct and must be professional in nature and in the best interest of the school district.
3. Use of the school district email system.

Allowing students to view an educator's social media postings is not a preferred method of

communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student is in immediate danger, contact the Nebraska Department of Health and Human Services child abuse hotline or contact law enforcement.

Reporting Violations:

If any school employee violates this policy or has reason to believe another employee has violated this policy, the employee is required to make a report to the superintendent within 24 hours. The school employee also has an obligation to report to the Nebraska Health and Human Services and the Nebraska Department of Education.

The most serious violations shall be reported immediately. The Superintendent **or designee** shall also ensure a report is made to the Nebraska Department of Education, the Nebraska child abuse and neglect hotline and law enforcement authorities as required by law ~~and notify the school Board President~~. If the superintendent is the alleged violator or fails to take appropriate steps, the ~~School Board President~~ **Director of Human Resources** shall be notified by the school employee.

Students who feel his or her boundaries have been violated or know of another student whose boundaries have been violated may report to any school employee he or she is comfortable to confide in. That school employee will then have an obligation to report as identified above.

Reprisal or retaliation for good faith reports made by students or school employees is itself a violation and is prohibited.

Records retention:

~~School employees are required to maintain copies of any communication exchanged with students via a personal communications system. Such copies must be maintained pursuant to district records retention policies and schedules. The records may be kept electronically or in hard copy or any format easily retrievable by the employee upon request. Any employee who is unable to produce copies of such communications for any reason will be in violation of this policy.~~

FERPA and Confidentiality:

School employees are encouraged to consult their school's policy on confidentiality of personally identifiable student information before posting any information regarding student or student activities online.

Legal Reference: Neb. Rev. Stat. Sec. 79-879

Date of Adoption: [Insert Date]

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). ~~The adoption of the academic content standards includes the:~~

~~Language Arts standards that were adopted by the State Board in September, 2014;~~

~~Mathematics standards that were approved by the State Board in September, 2015;~~

~~Science standards that were adopted by the State Board in ~~November, 2010~~[September, 2017](#); and~~

~~Social Studies standards that were adopted by the State Board in ~~December, 2012~~[November 2019](#);~~

~~If Unless other action is taken, the Board of Education adopts~~ does not affirmatively vote to adopt an academic content standard recommended by the State Board, then the Board of Education will adopt a standard equal to or excess in rigor of the standard recommended by the State Board. ~~the standards of the State Board as such standards are subsequently adopted or amended by the State Board.~~

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: June 9, 2014
Date of Reaffirmation: September 14, 2015~~[Insert Date]~~
Date of Revision: August 8, 2016
Date of Reaffirmation: October 10, 2016
Date of Revision: July 9, 2018
Date of Revision: November 9, 2020