

Agenda

1. Date Public Notice Appeared in the Norfolk Daily News:
2. Call to Order
 - 2.1. Roll Call
 - 2.2. Declaration of a Legal Meeting
3. Pledge of Allegiance
4. Public Comments & Communication
5. Information and Discussion Items
 - 5.1. Finance & Facilities Report
 - 5.2. Teaching & Learning Report
 - 5.3. Annual Multicultural Report
 - 5.4. Annual Americanism Report
 - 5.5. Student Programs Report
 - 5.6. Student Services Report
 - 5.7. Human Resources & Accreditation Report
 - 5.8. Superintendent's Report
6. Committee Reports
 - 6.1. Facilities & Finance Committee Report
 - 6.2. Policy Committee Report
 - 6.3. Norfolk Public Schools Foundation Committee Report
7. Approve Consent Agenda
 - 7.1. Minutes of Previous Meetings
 - 7.2. Personnel
 - 7.2.1. Contract Approval
 - 7.2.2. Resignations
 - 7.3. Claims
8. Action Items
 - 8.1. Discuss, consider and take action to approve the purchase of curriculum materials for the senior high financial literacy course
 - 8.2. Discuss, consider and take action to approve the purchase of curriculum materials for Advanced Placement English
 - 8.3. Discuss, consider and take action to approve the 2022-2023 Middle School Student Handbook
 - 8.4. Discuss, consider and take action to approve the 2022-2023 Junior High Student Handbook.
 - 8.5. Discuss, consider and take action to approve the 2022-2023 Senior High Student Handbook.
 - 8.6. Discuss, consider and take action to approve the sale of district vehicles
 - 8.7. Discuss, consider and take action to grant permission to seek RFPs for district insurance

- 8.8. Discuss, consider and take action to approve the first reading of Board Policy 9141 related to Board Member attendance
- 8.9. Discuss, consider and take action to approve the first reading of Board Policies: 1211 related to Title IX Complaints of Sexual Harassment, 3132 related to Internal Controls, 3540 related to Bidding Construction Projects, 4009 related to Drug and Substance Use and Abuse, 4133 related to Substitute Teachers, 6600 related to Special Education, 8346 related to Public Participation at Board Meetings 8343 related to Agenda Construction and Control, and 9340 related to Board Minutes.
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
 - 10.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
 - 10.2. Reconvene Meeting from Executive Session
 - 10.3. 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 May 31, 2022

Fund/Account	2021-2022 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$2,554,995.92	\$234,332.30	\$224,107.00	\$2,565,221.22	
SPECIAL BUILDING FUND (3)	\$7,279,920.66	\$392,217.02	\$0.00	\$7,672,137.68	
DEPRECIATION RESERVE FUND (3)	\$8,068,414.52	\$1,814.89	\$0.00	\$8,070,229.41	
ACTIVITIES ACCOUNT (2)	\$699,498.65	\$61,885.13	\$58,375.58	\$703,008.20	
SUBSIDIARY ACCOUNT (2)	\$326,580.17	\$85,598.71	\$73,509.50	\$338,669.38	
GENERAL FUND (1)	\$11,553,359.57	\$10,861,181.91	4,798,445.24	\$17,616,096.24	
PAYROLL ACCOUNT (2)	\$4,581.68	\$3,765,652.31	\$3,765,770.29	\$4,463.70	
SCHOOL LUNCH FUND (2)	\$1,542,990.28	\$334,679.30	\$324,164.10	\$1,553,505.48	
BOND FUND (3)	\$1,080,414.91	\$1,087.18	\$0.00	\$1,081,502.09	
COOPERATIVE FUND (2)	\$280,779.71	\$768.59	\$14,565.72	\$266,982.58	
EMPLOYEE BENEFIT FUND (2)	\$3,765.32	\$36,575.46	\$36,575.00	\$3,765.78	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$426,660.67	\$9.08	\$0.00	\$426,669.75	
CONVENIENCE FEE FUND (2)	\$11,014.30	\$218.75	\$6.57	\$11,226.48	
STUDENT FEE FUND (2)	\$444,962.54	\$5,686.95	\$2,729.88	\$447,919.61	
TOTAL ALL FUNDS	\$34,277,938.90	\$15,781,707.58	\$9,298,248.88	\$40,761,397.60	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$17,616,096.24	
(2) ELKHORN VALLEY BANK				\$6,321,432.18	
(3) MIDWEST BANK				\$16,823,869.18	
TOTAL BALANCES				\$40,761,397.60	

MAY 2022 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	BATTLE CREEK HIGH SCHOOL	5/5 ENTRY FEE	13 2900 610 2 535 001	\$80.00
2			13 2900 610 2 542 001	\$80.00
3	BATTLE CREEK HIGH SCHOOL Total			\$160.00
4	BELLAR, JEFF	CLASSIC TRACK OFFICIAL	13 2900 610 2 554 001	\$20.00
5		HAC TRACK OFFICIAL	13 2900 610 2 535 001	\$112.50
6			13 2900 610 2 542 001	\$112.50
7	BELLAR, JEFF Total			\$245.00
8	BRANDS, TED	TICKET REFUND	13 2900 610 2 554 001	\$24.00
9	BRANDS, TED Total			\$24.00
10	BSN SPORTS,	22/23 FB PANTS	13 2900 610 2 537 001	\$4,568.44
11	BSN SPORTS, Total			\$4,568.44
12	CARD SERVICES	CHICK-FIL-A-G.SOCCER TEAM MEAL	13 2900 610 2 529 001	\$229.54
13		COACH MEALS	13 2900 610 2 552 001	\$59.91
14		CROWN AWARDS-THEATRE AWARDS	13 2900 610 2 519 001	\$538.36
15		DAN WARD BOOK-F.I.R.E	13 2900 610 2 634 001	\$205.80
16		DOMINO'S-HELPER MEAL	13 2900 610 2 535 001	\$95.21
17			13 2900 610 2 542 001	\$95.22
18		EARL MAY-TREE DONATION	13 2900 610 2 614 001	\$249.00
19		EL RODEO-BASEBALL TEAM MEAL	13 2900 610 2 529 001	\$380.12
20		GAMBINO'S PIZZA-B.TRACK TEAM	13 2900 610 2 529 001	\$259.01
21		GOODCENTS-G.SOCCER TEAM MEAL	13 2900 610 2 529 001	\$293.57
22		GOODCENTS-TEAM MEAL	13 2900 610 2 514 001	\$182.34
23		HAMPTON INN-SYMPOSIUM LODGING	13 2900 610 2 266 001	\$585.92
24		HIBBETT-POST PROM SUPPLIES	13 2900 610 2 588 001	\$270.40
25		HOBBY LOBBY-BULLETIN BOARD	13 2900 610 2 266 001	\$11.97
26		HOBBY LOBBY-PROM SUPPLIES	13 2900 610 2 582 001	\$73.87
27		HOBBY LOBBY-SPRING PLAY	13 2900 610 2 523 001	\$415.50
28		HYVEE-BUNS	13 2900 610 2 502 001	\$106.47
29		HYVEE-DMC SUPPLIES	13 2900 610 2 502 001	\$27.96
30		HYVEE-HAC GOLF SUPPLIES	13 2900 610 2 532 001	\$28.54
31		HYVEE-HAMS	13 2900 610 2 588 001	\$72.88
32		HYVEE-INVITE SUPPLIES	13 2900 610 2 535 001	\$8.99
33			13 2900 610 2 542 001	\$8.99

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HVVEE-PLAYER INCENTIVES	13 2900 610 2 552 001	\$39.84
JIMMY JOHNS-CLASSIC WORKER	13 2900 610 2 554 001	\$77.02
MENARDS-SPRING PLAY SUPPLIES	13 2900 610 2 523 001	\$135.56
MENARDS-WATER CATCH	13 2900 610 2 276 001	\$574.67
MENARDS-ZIP TIES	13 2900 610 2 503 001	\$1.11
NATIONAL HONOR SOCIETY-PINS	13 2900 610 2 614 001	\$24.00
OFFICEMAX-WRISTBANDS	13 2900 610 2 554 001	\$44.69
PAPA JOHNS-BASEBALL TEAM MEAL	13 2900 610 2 529 001	\$238.79
PAPA JOHNS-TEAM MEAL	13 2900 610 2 512 001	\$79.92
	13 2900 610 2 514 001	\$245.00
	13 2900 610 2 549 001	\$163.79
RAISING CANE'S-B.GOLF TEAM	13 2900 610 2 529 001	\$128.31
RAISING CANE'S-B.SOCCER TEAM	13 2900 610 2 529 001	\$303.62
RED ROBIN-SUPERVISION MEAL	13 2900 610 2 530 001	\$46.14
RUNZA-POST PROM FOOD	13 2900 610 2 588 001	\$238.50
SHUTTERFLY-AWARDS	13 2900 610 2 553 001	\$68.92
STATE FFA MEALS	13 2900 610 2 276 001	\$371.62
STICKER MULE-STICKERS	13 2900 610 2 614 001	\$52.00
SUPREME COURT B-BALL-SUMMER	13 2900 610 2 513 001	\$361.47
TEXAS ROADHOUSE-SKILLS USA	13 2900 610 2 569 001	\$172.70
UNO-STRING OLYMPICS	13 2900 610 2 555 001	\$500.00
VALENTINO'S-TEAM MEAL	13 2900 610 2 551 001	\$203.89
VARIOUS #1-POST PROM SUPPLIES	13 2900 610 2 588 001	\$6,185.58
VARIOUS #2-POST PROM SUPPLIES	13 2900 610 2 588 001	\$5,541.13
WALMART- COLLEGE CLUB MTG	13 2900 610 2 266 001	\$15.63
WALMART-AWARDS	13 2900 610 2 553 001	\$28.34
WALMART-BANQUET SUPPLIES	13 2900 610 2 276 001	\$0.95
WALMART-CARDSTOCK	13 2900 610 2 509 001	\$19.71
WALMART-COMMITTEE SUPPLIES	13 2900 610 2 582 001	\$153.32
WALMART-OPEN HOUSE SUPPLIES	13 2900 610 2 503 001	\$3.36
WALMART-SPRING PLAY SUPPLIES	13 2900 610 2 523 001	\$171.13
WALMART-WATER CATCH	13 2900 610 2 276 001	\$12.66
WINDY NATION-ANDERSON WATER	13 2900 610 2 276 001	\$138.04
	13 2900 610 2 280 001	\$168.78

68	CARD SERVICES Total			\$20,709.76
69	CASH	5/3 HAC GATES & CONCESSION	13 2900 610 2 501 001	\$600.00
70		5/5 JH TRACK CONCESSION	13 2900 610 2 501 001	\$300.00
71		5/5 SPRING PLAY GATE	13 2900 610 2 501 001	\$600.00
72		5/6 SPRING PLAY GATE	13 2900 610 2 501 001	\$600.00
73		5/7 SPRING PLAY GATE	13 2900 610 2 501 001	\$600.00
74		GRAD CORDS	13 2900 610 2 501 001	\$300.00
75	CASH Total			\$3,000.00
76	CASH-WA DISTRIBUTING	SUPPLIES	13 2900 610 2 502 001	\$320.16
77	CASH-WA DISTRIBUTING Total			\$320.16
78	DOLLIVER, JASON	TICKET REFUND	13 2900 610 2 554 001	\$12.00
79	DOLLIVER, JASON Total			\$12.00
80	DOLLIVER, PEGGY	MILEAGE REIMB	13 2900 610 2 502 001	\$27.26
81	DOLLIVER, PEGGY Total			\$27.26
82	ELKINS PORTABLE RESTROOMS,	HAC TRACK MEET	13 2900 610 2 529 001	\$350.00
83	ELKINS PORTABLE RESTROOMS, Total			\$350.00
84	ERWIN, JOHN	HYVEE-DONUTS	13 2900 610 2 532 001	\$23.98
85	ERWIN, JOHN Total			\$23.98
86	FAIRPLAY GOLF COURSE	GOLF COURSE RENTAL	13 2900 610 2 532 001	\$584.00
87	FAIRPLAY GOLF COURSE Total			\$584.00
88	FREMONT SENIOR HIGH SCHOOL	5/2 ENTRY FEE	13 2900 610 2 541 001	\$50.00
89	FREMONT SENIOR HIGH SCHOOL Total			\$50.00
90	FROMUTH	SUMMER CAMP SUPPLIES	13 2900 610 2 515 001	\$146.56
91			13 2900 610 2 550 001	\$146.55
92	FROMUTH Total			\$293.11
93	GODFATHERS PIZZA NORFOLK	APRIL 2022 PIZZA ORDERS	13 2900 610 2 502 001	\$504.00
94	GODFATHERS PIZZA NORFOLK Total			\$504.00
95	HAUFF MID AMERICA SPORTS	SOCCER BALLS/BAG/GLOVES	13 2900 610 2 533 001	\$865.12
96		SPIKES/STREAMERS/BLANKS	13 2900 610 2 535 001	\$144.83
97			13 2900 610 2 542 001	\$144.83
98	HAUFF MID AMERICA SPORTS Total			\$1,154.78
99	HEARTLAND ATHLETIC	HAC TRACK EVENT	13 2900 610 2 529 001	\$2,194.50
100	HEARTLAND ATHLETIC Total			\$2,194.50
101	HIT 'EM UP	B.GOLF SIMULATOR	13 2900 610 2 529 001	\$75.00

102	HIT 'EM UP Total			\$75.00
103	HOLIDAY INN EXPRESS-	DISTRICT MUSIC LODGING	13 2900 610 2 559 001	\$480.00
104	HOLIDAY INN EXPRESS- Total			\$480.00
105	HOSA-FUTURE HEALTH	DUES	13 2900 610 2 270 001	\$40.00
106	HOSA-FUTURE HEALTH Total			\$40.00
107	IN THE SPOTLIGHT COSUME	SPRING PLAY SUPPLIES	13 2900 610 2 523 001	\$668.00
108	IN THE SPOTLIGHT COSUME Total			\$668.00
109	JOOI CLUB	4/28 CLASSIC CONCESSION	13 2900 610 2 502 001	\$148.30
110	JOOI CLUB Total			\$148.30
111	KRAMER, TODD	5/3 OFFICIAL	13 2900 610 2 535 001	\$112.50
112			13 2900 610 2 542 001	\$112.50
113	KRAMER, TODD Total			\$225.00
114	LINCOLN HIGH SCHOOL	DISTRICT GATE ERROR	13 2900 610 2 531 001	\$24.30
115	LINCOLN HIGH SCHOOL Total			\$24.30
116	LINCOLN NORTHEAST HIGH	5/10 ENTRY FEE	13 2900 610 2 535 001	\$100.00
117			13 2900 610 2 542 001	\$100.00
118	LINCOLN NORTHEAST HIGH Total			\$200.00
119	LUNCHTIME SOLUTIONS, INC.	FOOD	13 2900 610 2 582 001	\$256.67
120	LUNCHTIME SOLUTIONS, INC. Total			\$256.67
121	MAHASKA	POPCORN	13 2900 610 2 502 001	\$70.00
122	MAHASKA Total			\$70.00
123	MARATHON PRESS INC	LIFETIME ACTIVITY PASSES	13 2900 610 2 597 001	\$38.00
124	MARATHON PRESS INC Total			\$38.00
125	NEBRASKA COACHES	22/23 COACH MEMBERSHIPS	13 2900 610 2 597 001	\$0.00
126		22/23 MEMBERSHIP	13 2900 610 2 597 001	\$1,925.00
127	NEBRASKA COACHES Total			\$1,925.00
128	NORFOLK CATHOLIC SCHOOL	5/9 ENTRY FEE	13 2900 610 2 532 001	\$95.00
129	NORFOLK CATHOLIC SCHOOL Total			\$95.00
130	NPS-JUNIOR HIGH SCHOOL	5/5 TRACK CONCESSION	13 2900 610 2 502 001	\$422.19
131	NPS-JUNIOR HIGH SCHOOL Total			\$422.19
132	NSAA	22/23 PARTICIPATION FEE	13 2900 610 2 597 001	\$2,100.00
133	NSAA Total			\$2,100.00
134	PAPILLION LAVISTA HIGH	REGISTRATION	13 2900 610 2 547 001	\$350.00
135	PAPILLION LAVISTA HIGH Total			\$350.00

136	QUESTIONS UNLIMITED	FALL ONLINE QUIZ	13 2900 610 2 572 001	\$30.00
137	QUESTIONS UNLIMITED Total			\$30.00
138	REESTMAN, DIANE	REFUND-TEST NOT TAKEN	13 2900 610 2 576 001	\$56.00
139	REESTMAN, DIANE Total			\$56.00
140	ROELLE, MCKENNA	CLUB VB COACH	13 2900 610 2 561 001	\$500.00
141	ROELLE, MCKENNA Total			\$500.00
142	SCHWANEBECK, AMBER	CLUB VB COACH	13 2900 610 2 561 001	\$250.00
143	SCHWANEBECK, AMBER Total			\$250.00
144	SCHWANEBECK, ERIN	CLUB VB COACH	13 2900 610 2 561 001	\$250.00
145	SCHWANEBECK, ERIN Total			\$250.00
146	STADIUM SPORTS	CLASSIC SHIRTS	13 2900 610 2 554 001	\$1,799.00
147		POWDERPUFF SHIRTS	13 2900 610 2 568 001	\$2,196.00
148	STADIUM SPORTS Total			\$3,995.00
149	UNIVERSAL CHEERLEADERS	SUMMER CAMP	13 2900 610 2 517 001	\$8,234.00
150	UNIVERSAL CHEERLEADERS Total			\$8,234.00
151	WINGATE, HEATHER	WALMART-SUPPLIES	13 2900 610 2 503 001	\$67.47
152	WINGATE, HEATHER Total			\$67.47
153	WINNERS CIRCLE	END OF YEAR AWARDS	13 2900 610 2 551 001	\$163.00
154	WINNERS CIRCLE Total			\$163.00
155	Grand Total			\$54,883.92

MAY 2022 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	CARD SERVICES	DOMINOS FOR CAREER DAY #24	14 2900 610 2 838 002	\$48.55
2		ELO PHILANTHROPY PROJECT BOCHE	14 2900 610 2 838 002	\$183.68
3		HELPING W/INTERVIEWS #11	14 2900 610 2 838 002	\$60.92
4		JJ FOR INTERVIEW HELPERS #24	14 2900 610 2 838 002	\$67.98
5		MUSIC FESTIVAL HOSPITALITY	14 2900 610 2 831 002	\$19.00
6		MUSIC FESTIVAL SUPPLIES #24	14 2900 610 2 831 002	\$60.17
7		PINATA FOR SPEECH MEET #24	14 2900 610 2 838 002	\$29.95
8		PIZZA FOR JH DANCE #24	14 2900 610 2 838 002	\$123.50
9		PIZZA FOR SPEECH MEET #24	14 2900 610 2 838 002	\$168.50
10		SUPPLIES FOR SPEECH MEET #24	14 2900 610 2 838 002	\$173.41
11	CARD SERVICES Total			\$935.66
12	COLUMBUS MIDDLE SCHOOL	DAVE MCNAIR INVITATIONAL TRACK	14 2900 610 2 857 002	\$120.00
13	COLUMBUS MIDDLE SCHOOL Total			\$120.00
14	DENTERTAINMENT	DJ FOR STUCO DANCE	14 2900 610 2 867 002	\$400.00
15	DENTERTAINMENT Total			\$400.00
16	IWANSKY, ROGER	TRACK STARTER JH INVITE	14 2900 610 2 857 002	\$225.00
17	IWANSKY, ROGER Total			\$225.00
18	NPS GENERAL FUND	LOST/BROKEN ART SUPPLIES	14 2900 610 2 840 002	\$7.00
19	NPS GENERAL FUND Total			\$7.00
20	SPEECHWIRE TOURNAMENT	SPEECH MEET	14 2900 610 2 834 002	\$225.00
21	SPEECHWIRE TOURNAMENT Total			\$225.00
22	STADIUM SPORTS	COACHES TRACK SWEATSHIRT	14 2900 610 2 873 002	\$60.00
23		TRACK MEET SHIRTS	14 2900 610 2 838 002	\$424.00
24	STADIUM SPORTS Total			\$484.00
25	TEECO INC	TEECO LEASE FOR WATER	14 2900 610 2 838 002	\$76.00
26	TEECO INC Total			\$76.00
27	WAYNE HIGH SCHOOL	SPEECH ENTRIES	14 2900 610 2 834 002	\$203.00
28	WAYNE HIGH SCHOOL Total			\$203.00
29	WINNERS CIRCLE	TRACK MEDALS	14 2900 610 2 838 002	\$1,076.00
30	WINNERS CIRCLE Total			\$1,076.00
31	Grand Total			\$3,751.66

MAY 2022 SUBSIDIARY EXPENDITURES

1	ASCD	BOOKS	05 2900 610 0 050 000	\$71.90
2	ASCD Total			\$71.90
3	BARNHILL ENTERPRISES LLC	BASS BOW	05 2900 610 0 040 000	\$139.00
4		KOHLER DONATION BAND SUPPLIES	05 2900 610 0 050 000	\$6,638.00
5		TENOR SAXOPHONE	05 2900 610 0 098 000	\$2,250.00
6	BARNHILL ENTERPRISES LLC Total			\$9,027.00
7	BEAUVAIS, NICOLE	BOOK RETURNED	05 2900 610 0 051 000	\$8.99
8	BEAUVAIS, NICOLE Total			\$8.99
9	BSN SPORTS,	BAGGO GAME-PATCH GRANT	05 2900 610 0 076 000	\$467.96
10	BSN SPORTS, Total			\$467.96
11	CARD SERVICES	APRIL SAT MEETING #12	05 2900 610 0 073 000	\$69.03
12		AT OPENHOUSE SUPPLIES #17	05 2900 610 0 059 000	\$32.66
13		BREAK ROOM SUPPLIES #30	05 2900 610 0 050 000	\$47.92
14		CHAIRS #3	05 2900 610 0 076 000	\$283.98
15		CHROMEBOOK FOR STUDENT TESTING	05 2900 610 0 081 000	\$28.05
16		JONES T-SHIRT #13	05 2900 610 0 040 000	\$192.23
17		K ROUND UP WORKING LUNCH #14	05 2900 610 0 069 000	\$35.91
18		NASBO CONVENTION	05 2900 610 0 050 000	\$294.62
19		NCSA MEMBERSHIP B. ROBINSON #4	05 2900 610 0 050 000	\$610.00
20		PIZZA KIND. ROUNDUP #9	05 2900 610 0 063 000	\$107.51
21		POSITIVE PANTHER SUPPLIES #6	05 2900 610 0 058 000	\$32.93
22		SIS INTERVIEW LUNCH #19	05 2900 610 0 095 000	\$73.88
23		SPED STAFF MTG SUPPLIES #17	05 2900 610 0 059 000	\$81.17
24		SUPPLIES FOR STAFF LOUNGE #14	05 2900 610 0 065 000	\$22.13
25			05 2900 610 0 069 000	\$16.86
26		SUPPLIES HYVEE #6	05 2900 610 0 058 000	\$22.97
27		SUPPLIES TNL, WONDERS TRAINING	05 2900 610 0 081 000	\$155.57
28		WALMART SUPPLIES #9	05 2900 610 0 063 000	\$27.52
29		WELLNESS CHALLENGE TOP TEAM	05 2900 610 0 060 000	\$150.00
30		WONDERS LUNCHEN #2	05 2900 610 0 081 000	\$87.41
31		WORKING LUNCH #14	05 2900 610 0 069 000	\$33.18
32		WRISTBANDS #14	05 2900 610 0 069 000	\$13.79
33	CARD SERVICES Total			\$2,419.32

34	CULLIGAN OF NORFOLK	WATER	05 2900 610 0 061 000	\$68.31
35	CULLIGAN OF NORFOLK Total			\$68.31
36	HIT 'EM UP	1 GOLF SIMULATOR	05 2900 610 0 060 000	\$90.00
37	HIT 'EM UP Total			\$90.00
38	KING'S LANES	SAFETY PATROL PARTY	05 2900 610 0 058 000	\$120.00
39		WELLNESS COMMITTEE BOWLING	05 2900 610 0 060 000	\$50.00
40	KING'S LANES Total			\$170.00
41	LEXIA LEARNING SYSTEMS LLC	LETRS ADMIN MATERIALS	05 2900 610 0 081 000	\$159.95
42	LEXIA LEARNING SYSTEMS LLC Total			\$159.95
43	MADISON NATIONAL LIFE	BASIC LIFE INSUR RETIREES	05 2900 610 0 090 000	\$450.40
44	MADISON NATIONAL LIFE Total			\$450.40
45	MIDWEST SCHOOL SERVICES,	21/22 YEARBOOKS	05 2900 610 0 058 000	\$2,137.50
46	MIDWEST SCHOOL SERVICES, Total			\$2,137.50
47	MORRILL HALL	3RD/4TH GR FIELD TRIP	05 2900 610 0 069 000	\$354.50
48	MORRILL HALL Total			\$354.50
49	NORFOLK ARTS CENTER	1ST GR SPRING PLAY	05 2900 610 0 058 000	\$234.00
50			05 2900 610 0 063 000	\$165.00
51			05 2900 610 0 069 000	\$147.00
52			05 2900 610 0 073 000	\$120.00
53	NORFOLK ARTS CENTER Total			\$666.00
54	NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION TO SH	05 2900 610 0 057 000	\$70.95
55		REIMB. FOR POPCORN OIL	05 2900 610 0 095 000	\$16.28
56	NORFOLK SENIOR HIGH SCHOOL Total			\$87.23
57	NPS GENERAL FUND	A. COLER STAFF MAY2022	05 2900 610 0 038 000	\$977.24
58		FOUNDATION GRANT FOR HOT SPOTS	05 2900 610 0 095 000	\$1,654.47
59	NPS GENERAL FUND Total			\$2,631.71
60	NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION TO JH	05 2900 610 0 057 000	\$23.81
61	NPS-JUNIOR HIGH SCHOOL Total			\$23.81
62	PUNCH HENN LLC	DUAL CREDIT FOUNDATION-	05 2900 610 0 050 000	\$7,500.67
63	PUNCH HENN LLC Total			\$7,500.67
64	STADIUM SPORTS	CHARACTER CONGRESS APPERAL	05 2900 610 0 040 000	\$323.00
65		SAFETY ORANGE TRACK T-SHIRTS	05 2900 610 0 040 000	\$508.00
66	STADIUM SPORTS Total			\$831.00
67	TEECO INC	WATER AND LEASE	05 2900 610 0 050 000	\$75.75

68			05 2900 610 0 069 000	\$58.50
69	TEECO INC Total			\$134.25
70	VISA	BUZZSPROUT MAY22 #21	05 2900 610 0 093 000	\$12.00
71	VISA Total			\$12.00
72	WATTIER'S AUTO BODY INC	WINDSHIELD REPAIR DUE TO	05 2900 610 0 050 000	\$183.06
73	WATTIER'S AUTO BODY INC Total			\$183.06
74	WEST MUSIC COMPANY	DRUMSET	05 2900 610 0 098 000	\$791.10
75	WEST MUSIC COMPANY Total			\$791.10
76	Grand Total			\$28,286.66

Board of Education Regular Meeting

Monday, May 9, 2022

5:30 PM: Study Session

6:30 PM: Business Meeting

Norfolk Public School Administration Building

P.O. Box 139

Norfolk, NE 68702-0139

Brenda Carhart: Present

Jake Claussen: Present

Tammy Day: Present

Jenna Hatfield: Present

Leann Widhalm: Present

Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: May 4, 2022
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. Study Session
 - A. Accreditation Update--Kate Heinemann, Team Leader from Fremont, summarized the findings of the External Team. She highlighted the positive outcomes, mentioned recommendations for all 3 Strategic Action Plans and stated the overall commendations and overall recommendations moving forward.
 - B. Strategic Planning Update--Dr. Larry Dlugosh presented "A Brief History of Planning Outcomes, 2000-2020." Dr. Dlugosh recounted his meetings with several NPS superintendents, community members, staff and students. In 2013, a Strategic Action Plan (SAP) Team met and decided on 3 Strategic Planning Goals, aimed at increasing the graduation rate to 90%. Another SAP meeting took place in 2018 and developed the current SAP Goals. Common themes from both the 2013 and the 2018 goals were highlighted. All SAP goals established in 2018, have been successfully completed.
 - C. Board Visits--Brenda visited Little Panthers Preschool and Staff Appreciation; Leann visited Washington, Middle School and Staff Appreciation; Sandy went to the Power of Preschool, visited Washington, Junior High and Senior High; Jake visited Grant and Staff Appreciation and Jenna visited Woodland Park and Middle School.

President Sandy Wolfe called a recess at 6:27 PM. The meeting resumed at 6:30 PM.
4. Pledge of Allegiance
5. Presentations, Special Recognition, Focus on Students
 - 5.1. Focus on the Students
Little Panthers Preschool, Principal Melissa Jantz, introduced the Norfolk Sixpence Facilitators. The Facilitators explained the risk factors used to determine eligibility for the program, the demographics of the families they serve and some activities in which

the parents and families participate. Two participants of the Sixpence Program shared their experiences.

- 5.2. Award for Excellence
Maria Moje, Guidance Counselor at Norfolk Junior High, received the Award for Excellence.
6. Public Comments & Communication
 - A. One parent and her daughter thanked NPS teachers and administration for all they have done to make her and her brother successful. They moved to Norfolk because of our special education services and are very glad that they did.
 - B. One citizen criticized the district for our poor academic test scores.
 - C. One potential Board member criticized our Language Arts curriculum selection and alleged that it contains inappropriate content.
7. Information and Discussion Items
 - 7.1. Finance & Facilities Report
 - A. The total amount of claims to be approved on the consent agenda for the month of May, 2022 by specific fund are listed below:
 - **General Fund = \$1,042,678.83**
 - **Nutrition Services Fund = \$324,164.10**
 - **Cooperative Fund = \$3,861.75**
 - **QCPUF = \$224,107.00**
 - **Employee Benefit Fund = \$36,575.00**
 - **Student Fee Fund = \$2,729.88**
 - B. The total amount of claims for the month of April, 2022 in the Activities Fund is listed below:
 - **Activity Fund = \$110,351.32**
 - C. All of these claims were reviewed earlier today by the Finance and Facility Committee.
 - 7.2. Teaching & Learning Report
CURRICULUM, INSTRUCTION AND ASSESSMENT
 - A. Training for K-5th grade teachers on the updated Wonders program and 5th grade on the new TCI Social Studies program occurred on April 22. Professional development occurred in the large buildings led by their principals.
 - B. Curricular groups have met to have a strong finish of the year and be prepared for any updating for next year. 1st - 4th grade has updated their pre/post assessments and scheduled next year's pacing. Middle School and Junior High have completed work in the areas of ELA, PE, Social Studies as well as STEAM. The focus of this work was on creating new pacing guides, proficiency scales and becoming familiar with new textbooks. The senior high English and World History has reviewed and selected reading passages and activities from the new textbooks, realigned learning targets to match an updated scope and sequence, and adjusted assessments.
 - C. Our assessment windows are closed. We should have access to the final and official scores on 2022 state testing in the fall.
 - D. There are small groups scheduled to work over the summer on curriculum and instruction.
 - 7.3. Student Programs Report

- A. ELL- We received our district ELPA Summative results from the state. Of the 216 students that participated 77% of our students are emerging or progressing in the English Language. 23% scored proficient and no longer qualify for the ELL program.
- B. Nurses- Our school nurses will attend the State of Nebraska's School Health Conference on June 6th and 7th.
- C. Special Education- Our Completion Ceremony will be held this Wednesday, May 11 at 2:30pm in the Johnny Carson Theater.

7.4. Student Services Report

Student Services and Technology

- A. We have been busy rolling out the new teacher laptops and are planning to be completed before the end of the school year. There is always a laundry list of items to be completed at the end of the year as we make plans to address tech needs across the district while schools are not in session. That being said, we are prioritizing those needs to make sure we get them all accomplished. We also are awaiting news on a couple of our larger tech grants which could affect that summer scheduling as well. Currently we have submitted roughly \$400,000 for Chromebook touches K-2 and roughly \$300,000 for upgrades to our wireless access points and server switches. I will keep you up to date as I hear back from those grants.
- B. I am also finalizing Middle School, Junior High, and Senior High handbooks so you have time to review those prior to the June Board meeting.
- C. Finally, some upcoming dates to remember...
 - May 15th 2:00pm we have our High School Graduation Ceremony in the Main Gym
 - May 18th is the end of the school year for our students with an 11:30 am dismissal
 - May 19th is the last day for all staff
 - June 1st is the first day of summer school

7.5. Human Resources & Accreditation Report

HR Update:

- A. I am pleased to let you know that we have almost filled all of our teaching positions for the 2022-2023 school year. Our current openings are listed below. Interviews for the 4th grader teacher and instrumental/vocal music teacher are underway and we hope to have those filled yet this week. That will leave us with only five positions left to fill. We will continue to search for qualified candidates.

Current Openings

- 4th Grade Teacher
- Special Education Behavior Teacher, 5-6
- Instrumental/Vocal Music Teacher, 7-12
- Art Teacher
- English 0.6 FTE, 9-12
- District Behavior Specialist
- School Psychologist

7.6. Superintendent's Report

- A. Dr. Thompson summarized the monthly May 2022 Enrollment Report.

- B. She also addressed the newly purchased Language Arts Curriculum. During the School Board Candidate Forum held on 4-19-2022, reference was made to two stories and a playwright (*Invisible Man, Song of Solomon and Boyhood*) that are included in the recently purchased English Language Arts Program (StudySync-American Literature) for 11th Grade. These stories and playwright will *not* be covered in our NPS courses. It is important to note that the program purchased contains only short segments of these literary works. The district did not purchase the add-on novel package which would have given access to the entire stories and playwright. The segments that are contained in the program we purchased do not contain any of the inappropriate language or content that was referenced at the School Board Candidate Forum.
- C. Critical Race Theory (CRT) is an academic concept taught at the college level. It is a way of examining social policies through the lens of racism. That is NOT something that we teach at NPS. However, we do teach students to be kind to one another and to be respectful of differing viewpoints. Our goal is to make NPS a place where everyone feels safe, welcome and valued. We will continue to take proactive, educational steps to eliminate racism and discrimination from our schools, and we will respond to such acts appropriately if they occur. We want NPS to be a place that accepts and values differences—and where everyone is treated with respect and kindness.
- D. Norfolk Public School’s Position Statement on the Role of the School in Students’ Sex Education was created in June of 1997 and has not been changed or amended. NPS believes that the primary responsibility for educating students on human reproduction and sexuality belongs to the parent. The values and traditions of the family should dictate how and when children receive this information. Our function as an educational institution is to provide factual information on the components of human growth and development. In these presentations we will advocate abstinence outside of marriage is the only truly “safe sex.”

8. Committee Reports

8.1. Facilities & Finance Committee Report

- A. The committee met at 12:00 today. The claims for the month of May and activity claims for April were reviewed. The committee then reviewed the following items:
 - Updates on current projects
 - Discussion on possible RFP for district insurance
 - Review of possible compensation needs for student teachers and Interns
 - Discussion on budget development for 2022-2023 and the new regulations on tax hearings
- B. The next meeting will be Monday, June 13th, at 12:00 noon.

8.2. Policy Committee Report

- A. The Policy Committee met virtually to review the following policies:
 - 5008 (Student Attendance)
 - 5415 (Bullying)
 - 5416 (Student Fees)
 - 5417 (School Wellness)
 - 6400 (Parental Involvement in Schools)

- 6410 (Combined District and School Title I Parent and Family Engagement Policy)
 - 6370 (Multicultural Education)
- B. These policies are reviewed every year, per state statutes.
- C. Only minor, non-substantive changes have been recommended.
- 8.3. Government Relations Committee Report
The 2022 Legislative Session has concluded. The Government Relations Committee will not meet again until the 2023 session begins, next January.
- 8.4. Activities Committee Report
The Activities Committee met on April 25, 2022.
- Mr. Erwin and Mr. Beranek provided an update on Spring activities.
 - Mr. Erwin announced that NPS would receive the NSAA Participation Award, because we had the most multi-activity participants in Class A.
 - The Committee reviewed the Summer Camps schedule and Gym Ad Agreement.
 - The Committee discussed raising the prices for activity cards and gate admission for 2022-2023 in order to help with rising costs. We decided to wait until we see what other schools in the HAC are doing, so that we can have consistency across the conference.
 - Faith Regional Health Services will schedule our 2022-2023 All Sports Physical Night sometime in July.
 - This was our last meeting for 2021-2022.
 - This was also the last meeting for Mr. Beranek, as he will be Ass't Principal at the Middle School for the 2022-23 school year.
- 8.5. Curriculum Committee Report
- A. The Board of Education Curriculum Committee met on Friday, April 29th. Director Beth Nelson reported on the progress of curriculum cycles. Multiple curricular areas have been working to update assessments and learning units for next year. We reviewed the course proposal from the Senior High for the Panther Lunch class. Panther lunch is scheduled opposite of 9th and 10th grade students' lunch. The program curriculum is titled, Find Your Grind. The program will run for the two years and it incorporates both career readiness and academic, social, and emotional learning. Units include examining personality and interests, setting goals, taking care of yourself, communication, digital reputation, and writing action steps for future pathways.
- B. Jared Oswald, instructional leader, reported the research he had been doing on Math standard development. The draft for Nebraska math standards should be available for public review on May 10th. It is expected that there will be an added emphasis on data and statistics in the senior high standards.
- C. Work has been completed by teachers to review, fill out compatibility matrices and select materials for the Personal Finance class and Advanced Placement English courses. We are currently waiting on final quotes before seeking approval to purchase from the board.
- D. Lastly, Beth Nelson communicated that she was sending out a letter to secure closure on the strategic action planning goal on target-based instruction and grading. The letter also includes a survey for committee members to respond to regarding their support or lack thereof on the goal coming to a closure.
- 8.6. Norfolk Public Schools Foundation Committee Report

- A. The Norfolk Public Schools Foundation Board of Directors met on Monday April 18, 2022 at 4:30 p.m. Eleven board members were present. The board reviewed the meeting minutes from March, financial reports, and the quarterly investment report.
- B. President Jake Claussen shared with the board the Norfolk Area Big Give is scheduled for 5/24/2022. He said the NPS Foundation will again participate in this event and will showcase the Panther Pantry for community members to support. He also mentioned that the NPSF Traditions Breakfast is scheduled for 10/27/2022 at 7:00 a.m. and the venue has been reserved. Also mentioned was the current scholarship selection process and the Foundation’s participation in Honors Night on 5/12. In addition, Classroom Grant applications are currently being accepted for the 2022-23 school year.

8.7. Minutes of Committee Meetings
Minutes of the May 3, 2022 Nurses and Student Health meetings are attached.

9. Approve Consent Agenda

Motion to approve the consent agenda at 7:50 PM passed with a motion by Tammy Day and a second by Jake Claussen.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

9.1. Minutes of Previous Meetings
The minutes from the April 11, 2022 and April 28, 2022 school board meetings were reviewed.

9.2. Personnel

9.2.1. Contract Approval

Chelsey Greene

- 2022-2023 Elementary Media Specialist; Grant, Westside, Washington Elementary Schools
- Bachelor of Science, Education; Wayne State College, Wayne, NE
- 2018-Present, 3rd & 4th Grade Teacher, St. John Neumann Catholic School, Clarkson, NE

9.2.2. Resignations

None at this time.

9.3. Claims

Attached are the claims for the month of May, 2022. These claims were reviewed earlier today by our Finance and Facility Committee. There are two conflict statements for this month that will need to be read before voting.

10. Action Items

10.1 Discuss, consider and take action to approve the 2022-2023 Little Panthers Preschool Student Handbook
See attached handbook.

Motion to approve the 2022-2023 Little Panthers Preschool Student Handbook at 7:51 PM passed with a motion by Tammy Day and a second by Leann Widhalm.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

10.2. Discuss, consider and take action to approve the 2022-2023 Elementary Student Handbook

See attached handbook.

Motion to approve the 2022-2023 Elementary Student Handbook at 7:54 PM passed with a motion by Brenda Carhart and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

- 10.3. Discuss, consider and take action to approve the purchase of curriculum materials for Panther Lunch
Panther Lunch in a half period course that runs opposite of 9th and 10th graders lunch period. The curriculum taught during this time has varied over the past years. It has included a program called 8 to Great and most recently Dave Ramsey's Personal Finance course items. Because we are now required to teach Personal Finance as a full semester course and the 8 to Great would require updated and laborious training, we have selected a program called Find Your Grind. This program can be taught by any teacher with minimal training and preparation. Find Your Grind curriculum, as reported earlier from Leann, incorporates both career readiness and academic, social, and emotional learning. I recommend we approve this curriculum program.

Motion to approve the purchase of curriculum materials for Panther Lunch at 8:00 PM passed with a motion by Tammy Day and a second by Jake Claussen.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

- 10.4. Discuss, consider and take action to approve the first reading of Board Policies 5008 (Student Attendance), 5415 (Bullying), 5416 (Student Fees), 5417 (School Wellness), 6400 (Parental Involvement in Schools), 6410 (Combined District and School Title I Parent and Family Engagement Policy), and 6370 (Multicultural Education)
- A. State Statutes require the Board to review these policies every year.
 - B. Only minor, non-substantive changes have been made to correct formatting errors.
 - C. The Policy Committee recommends that the first reading is approved tonight.

Motion to approve the first reading of Board Policies 5008 (Student Attendance), 5415, (Bullying), 5416 (Student Fees), 5417 (School Wellness), 6400 (Parental Involvement in Schools), 6410 (Combined District and School Title I Parent and Family Engagement Policy), and 6370 (Multicultural Education) at 8:02 PM passed with a motion by Brenda Carhart and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

- 10.5. Discuss, consider and take action to approve paying the City of Norfolk for half of the concrete project at the TaHaZouka softball fields, with the total cost not to exceed \$100,000.
- A. Bill Robinson and I have been working with the City for several years regarding possible enhancements at the TaHaZouka Softball Complex. Within the last year, we identified critical issues that need to be completed this summer in order to alleviate ADA issues. This includes paving the concourse and sidewalks.
 - B. We have also identified longer-term needs that are being addressed through the Parks and Recreation Facilities Steering Committee. I am a member of this committee, which is scheduled to meet again later this month.

- C. Draft concept drawings were shown at our April meeting, which keep our existing fields in relatively the same location, which means that we should not need to tear out the paved concourse and sidewalks in order to accommodate the expansion later on.
- D. The City is in the process of bidding for the concrete work, and they need us to approve payment for our half of this project. Because the exact amount is not known at this time, I am asking you to approve paying the City for half of the project (total cost to the school not to exceed \$100,000). The City Council will vote on approving the bid and paying the other half on May 16th.
- E. This should allow us to complete the concrete concourse and sidewalks this summer, alleviating ADA concerns and showing patrons that we are committed to improvements/enhancements to our softball facilities at TaHaZouka.
- F. The funding for this project would come from our Special Building Fund, where we have recently added \$20,000 from the purchase of the Middle School Right of Way and will be adding \$40,000 from the Oddfellows for a small portion of our Westside Property (for their access road).

Motion to approve paying the City of Norfolk for half of the concrete project at the TaHaZouka softball fields, with the total cost not to exceed \$100,000 at 8:06 PM passed with a motion by Tammy Day and a second by Leann Widhalm.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

- 10.6. Discuss, consider and take action to grant permission to sell and/or dispose of end of life technology, including outdated chromebooks, ipads, keyboards, and docking stations. We are rolling out the new teacher laptops and collecting outdated chromebooks, ipads, keyboards, docking stations, etc. I am asking permission to sell this outdated technology. Some will be sold at a summer tech sale and some will be sold to a recycler as we did last year. Any items that cannot be sold will be disposed of. Information about a tech sale will be available once a date is set.

Motion to sell/dispose of end of life technology like chromebooks, ipads, keyboards, and docking stations at 8:08 PM passed with a motion by Brenda Carhart and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

- 10.7. Discuss, consider and approve a revision to the 2022-2023 calendar
I am requesting a small change to the 2022-2023 school calendar. Our current 2:00 dismissal time on Staff Appreciation Day does not give us enough time to recognize staff. Therefore, I am asking permission to have a 1:00 dismissal on Wednesday, May 3, 2023. Because we have early-outs every Wednesday, this would only be a one-hour change.

Motion to accept the small change to the 2022-23 calendar for a 1:00 dismissal on May 3, 2023 at 8:10 PM passed with a motion by Jake Claussen and a second by Leann Widhalm.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

- 10.8. Discuss, consider and take all necessary action with regard to litigation against construction contractor and bonding company relating to the high school HVAC renovation project

- A. Norfolk Public Schools has determined that it is in the best interest of the district to take legal action against a construction contractor for defective work. Strobel Energy Group was awarded a construction contract in late 2020 to replace portions of the HVAC system in the high school building. It has been determined that the HVAC equipment installed by Strobel Energy Group does not function properly. The school has made efforts to engage with the contractor to assist the contractor in finding a solution to the problems. Unfortunately, the school now has to resort to legal action to obtain an appropriate remedy.
- B. Because this is a confidential, legal matter I cannot provide any additional information publically. However, I want the public to know that this issue has been discussed at length during numerous executive sessions.
- C. If any board member would like additional information prior to voting, he/she should request that we table this discussion so that we can go into Executive Session.

I make a motion that the Board of Education for the Norfolk Public School District should and does hereby approves, authorizes, delegates to and directs the Superintendent of Schools, or designee, along with school district legal counsel, to initiate and commence litigation against Strobel Energy Group, LLC, Western Surety Company, and other possible defendants, relating to the selection, installation and construction of certain renovations and improvement to the heating, ventilation and air conditioning system at the high school facility, and to take other actions as are deemed necessary and in the best interest of the school district relating to said litigation at 8:13 PM passed with a motion by Leann Widhalm and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

11. Future Meetings

- A. The 2nd monthly meeting of the Board of Education will be at noon on Monday, May 23, 2022. This a change from the usual 2nd meeting of the month.
- B. The next regular meeting of the Board of Education will be held on Monday, June 13, 2022. The Study Session will begin at 5:30 PM. The regular business meeting will start at 6:30 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. Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual

- 12.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
No Executive Session was convened.

13. Adjournment

The meeting adjourned at 8:14 PM.

Chairperson

Superintendent

Board of Education 2nd Monthly Meeting

Monday, May 23, 2022

12:00 PM: Business Meeting

Norfolk Public School's Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

Brenda Carhart: Present
Jake Claussen: Present
Tammy Day: Absent
Jenna Hatfield: Present
Leann Widhalm: Present
Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: May 14, 2022

2. Call to Order

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

2.1. Roll Call—See attendance above.

Motion to excuse the absence of Tammy Day at 12:00 PM passed with a motion by Leann Widhalm and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Absent	Sandy Wolfe:	Yea

2.2. Declaration of a Legal Meeting

This is a legal meeting of the board of education, as advertised by the means specified in board policy. A complete copy of the Open Meetings Act is posted in the board room for your review. A copy of the agenda is available at the desk of the recording secretary.

3. Action Items

3.1. Discuss, consider and take action to approve contracts

~Nina Buck

- 2022-2023 English Teacher with Emphasis in Theater, Senior High
- Master of Fine Arts, University of Hawaii
- 2017-Present, Adjunct Instructor (Theater, Acting & Children's Theater), Wayne State College, Wayne, NE

~Amanda Flesner

- 2022-2023 STEM/HAL Teacher, Junior High
- Master of Arts, Curriculum & Instruction; Doane College, Lincoln, NE
- 2007-Present, Social Studies Teacher, Columbus Public Schools

~Karl Henkel

- 2022-2023, Music Teacher, Junior High
- Master of Arts, Sacred Music; Saint John's University, Collegeville, MN
- 2005-Present, Director of Liturgy & Sacred Music, Sacred Heart Parish, Norfolk, NE

~Taylor Thompson

- 2022-2023 Reading Teacher (0.5 FTE), Bel Air Elementary
- Bachelor of Science, Elementary Education/ELL, Peru State College, Peru, NE

- Aug. 2021-Present, Long Term Substitute Teacher (1st Sem), Norfolk Middle School; Substitute Teacher (2nd Sem.) Norfolk Public School District.

Motion to approve contracts listed above at 12:04 PM passed with a motion by Jake Claussen and a second by Brenda Carhart.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Leann Widhalm:	Yea
Tammy Day:	Absent	Sandy Wolfe:	Yea

4. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, June 13, 2022. There will not be a Study Session. The regular 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.

5. Adjournment

The meeting adjourned at 12:05 PM.

Chairperson

Superintendent

JUNE 13, 2022

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1	4IMPRINT	MARKETING ITEMS	01 3541 610 1 004 000	\$846.27
2		PROGRAM MARKETING ITEMS	01 3541 340 1 004 000	\$1,086.23
3		SUPPLIES	01 6910 610 1 004 000	\$2,034.31
4			01 6910 610 2 004 000	\$2,034.31
5	4IMPRINT Total			\$6,001.12
6	A TO Z VAC & SEW	VAC BAGS	01 2610 610 1 001 000	\$142.75
7			01 2610 610 2 001 000	\$142.75
8	A TO Z VAC & SEW Total			\$285.50
9	ACCURATE LABEL DESIGNS	VISITOR LABELS	01 1100 610 2 141 002	\$255.95
10	ACCURATE LABEL DESIGNS Total			\$255.95
11	ACERS, MELISSA	PARENT MILEAGE	01 2712 332 1 004 000	\$65.29
12	ACERS, MELISSA Total			\$65.29
13	ACT	PRE-ACT SCORING FEE	01 2410 610 2 209 001	\$3,375.00
14			01 6969 340 2 028 001	\$1,500.00
15	ACT Total			\$4,875.00
16	ADVANCE AUTO PARTS	BATTERIES	01 2620 610 1 001 000	\$17.99
17			01 2620 610 2 001 000	\$17.99
18		OIL AND SUPPLIES	01 2650 610 1 001 000	\$84.61
19			01 2650 610 2 001 000	\$84.61
20		SCANNER TOOL	01 2650 610 1 001 000	\$164.98
21			01 2650 610 2 001 000	\$164.97
22		SHOP SUPPLIES	01 2650 610 1 001 000	\$37.82
23			01 2650 610 2 001 000	\$37.82
24		SUPPLIES	01 2650 610 1 001 000	\$26.73
25			01 2650 610 2 001 000	\$26.72
26		VEHICLE SUPPLIES	01 2650 610 1 001 000	\$103.42
27			01 2650 610 2 001 000	\$103.42

28	ADVANCE AUTO PARTS Total			\$871.08
29	APPEARA	LAUNDRY SERVICE	01 1100 340 2 211 001	\$74.71
30			01 2410 340 2 209 001	\$218.02
31		MOPS	01 2610 431 1 001 000	\$217.65
32			01 2610 431 2 001 000	\$217.60
33		RUG CLEANING	01 2410 340 2 141 002	\$83.04
34		WORK SHIRTS	01 2610 431 1 001 000	\$238.63
35			01 2610 431 2 001 000	\$238.64
36			01 2620 431 1 001 000	\$59.66
37	01 2620 431 2 001 000		\$59.63	
38	APPEARA Total			\$1,407.58
39	APPLE INC	APPS	01 2151 610 1 354 004	\$24.99
40	APPLE INC Total			\$24.99
41	ARAUJO, ELIA	STAFF MILEAGE	01 1190 333 1 163 021	\$4.68
42	ARAUJO, ELIA Total			\$4.68
43	ARGUS LEADER	CLASSIFIED ADS	01 2510 540 1 901 000	\$400.00
44			01 2510 540 2 901 000	\$400.00
45	ARGUS LEADER Total			\$800.00
46	ARKFELD, KAREN	STAFF MILEAGE	01 1200 333 1 004 000	\$48.35
47			01 1200 333 2 004 000	\$48.35
48	ARKFELD, KAREN Total			\$96.70
49	AUSTIN, MICHELLE	STAFF MILEAGE	01 1190 333 1 163 021	\$59.03
50	AUSTIN, MICHELLE Total			\$59.03
51	BAUER BUILT, INC	TIRES	01 2630 610 1 001 000	\$95.00
52			01 2630 610 2 001 000	\$95.00
53	BAUER BUILT, INC Total			\$190.00
54	BAUER, RACHEL	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$93.02
55	BAUER, RACHEL Total			\$93.02
56	BECK, MARIA	ACTIVITY WORKER	01 2190 120 2 001 000	\$120.00
57	BECK, MARIA Total			\$120.00
58	BEHNKE, LYNN	STAFF MILEAGE	01 1200 333 2 004 000	\$3.51
59	BEHNKE, LYNN Total			\$3.51
60	BENDER, DENISE	MILEAGE	01 1100 333 1 001 000	\$78.22
61			01 1100 333 2 001 000	\$78.21

62	BENDER, DENISE Total			\$156.43
63	BIG RED PRINTING	BOOKLETS	01 6416 610 1 017 000	\$1,877.00
64	BIG RED PRINTING Total			\$1,877.00
65	BLAYLOCK, JILL M	MILEAGE	01 6200 333 1 028 000	\$50.78
66	BLAYLOCK, JILL M Total			\$50.78
67	BLICK ART MATERIALS	CLASSROOM SUPPLIES	01 1100 610 2 224 001	\$148.90
68	BLICK ART MATERIALS Total			\$148.90
69	BOMGAARS SUPPLY	AIR CHISEL HAMMER	01 2620 610 1 001 000	\$22.50
70			01 2620 610 2 001 000	\$22.49
71		BATTERY	01 2620 610 1 001 000	\$100.00
72			01 2620 610 2 001 000	\$99.99
73		MAINT. SUPPLIES	01 2620 610 1 001 000	\$50.57
74			01 2620 610 2 001 000	\$50.56
75		OVER SHOES	01 2610 610 1 001 003	\$24.99
76			01 2610 610 1 001 012	\$24.99
77		RED MULCH	01 2630 610 1 001 000	\$11.96
78			01 2630 610 2 001 000	\$11.96
79			01 2630 610 2 001 001	\$150.00
80		SOLAR SALT	01 2620 610 2 001 001	\$314.37
81		SYPHON PUMP	01 2610 610 1 001 000	\$99.95
82			01 2610 610 2 001 000	\$99.95
83		TIRE REPAIR AND PLUG KITS	01 2620 610 1 001 000	\$14.99
84			01 2620 610 2 001 000	\$14.98
85		VEGITATION BARR	01 2630 610 1 001 000	\$59.99
86			01 2630 610 2 001 000	\$59.99
87	BOMGAARS SUPPLY Total			\$1,234.23
88	BOYS TOWN	SPECIAL ED APRIL 2022	01 1200 561 1 004 000	\$5,107.58
89			01 1200 890 1 004 000	\$972.42
90	BOYS TOWN Total			\$6,080.00
91	BRADLEY, CRYSTAL	ACTIVITY WORKER	01 2190 120 2 001 000	\$120.00
92	BRADLEY, CRYSTAL Total			\$120.00
93	BRAINPOP LLC	WEB/CLOUD BASED SOFTWARE	01 1100 643 1 201 003	\$2,155.00
94	BRAINPOP LLC Total			\$2,155.00
95	BSN SPORTS	FLOOR TAPE/BAGGO GAME/SOFT	01 1100 610 1 919 012	\$200.27

96		FOOTBALLS	01 1100 610 1 904 012	\$111.98
97	BSN SPORTS Total			\$312.25
98	BULLSEYE WINDSHIELD REPAIR	WINDSHIELD REPAIR	01 2712 340 1 001 000	\$35.00
99	BULLSEYE WINDSHIELD REPAIR Total			\$35.00
100	CAMBIUM ASSESSMENT, INC	SUPPLIES	01 1150 610 1 856 009	\$215.00
101	CAMBIUM ASSESSMENT, INC Total			\$215.00
102	CANNON MOSS BRYGGER	BELAIR RENOVATIONS	01 6998 340 1 945 010	\$13,950.00
103		JUNIOR HIGH RENOVATION	01 6997 340 2 945 002	\$13,661.28
104	CANNON MOSS BRYGGER Total			\$27,611.28
105	CAPITAL BUSINESS SYSTEMS	COPIES/PRINTERS	01 1100 340 1 104 010	\$225.28
106			01 1100 340 1 201 003	\$119.76
107			01 1100 340 1 302 004	\$123.92
108			01 1100 340 1 430 014	\$426.00
109			01 1100 340 1 602 005	\$132.04
110			01 1100 340 1 705 008	\$151.88
111			01 1100 340 1 819 009	\$129.91
112			01 1100 340 1 904 012	\$83.29
113			01 1100 340 2 016 001	\$23.61
114			01 1100 340 2 141 002	\$260.95
115			01 1100 340 2 209 001	\$614.69
116			01 1190 610 1 163 021	\$151.52
117			01 1200 610 1 004 000	\$129.85
118			01 1200 610 2 004 000	\$129.85
119			01 1291 610 1 017 000	\$13.17
120			01 1292 610 1 017 000	\$13.17
121			01 2530 340 1 001 000	\$2,449.19
122			01 2530 340 2 001 000	\$2,449.18
123			01 2620 431 0 001 000	\$5.49
124			01 6998 340 1 945 003	\$0.73
125			01 6998 340 1 945 012	\$0.02
126			01 6998 340 1 945 014	\$2.27
127			01 6998 340 2 945 001	\$2.90
128	CAPITAL BUSINESS SYSTEMS Total			\$7,638.67
129	CAPTIVATING WINDOWS	WINDOW COVERINGS	01 2410 610 2 209 001	\$718.85

130			01 2620 610 2 001 001	\$1,696.23
131	CAPTIVATING WINDOWS Total			\$2,415.08
132	CARD SERVICES	GIFT CARDS #10	01 3541 610 1 004 000	\$211.90
133		HOTEL/TRAVEL #22	01 6700 580 2 028 001	\$351.20
134		SUPPLIES #10	01 3541 610 1 004 000	\$346.83
135	CARD SERVICES Total			\$909.93
136	CDW GOVERNMENT, INC	PROJECTOR MOUNT KIT	01 2230 650 1 005 005	\$92.40
137		PROJECTORS	01 2410 650 2 209 001	\$1,596.00
138		SYMANTEC ENDPOINT PROTECTION	01 2230 643 1 005 000	\$4,527.00
139			01 2230 643 2 005 000	\$4,527.00
140	CDW GOVERNMENT, INC Total			\$10,742.40
141	CENGAGE LEARNING	EDUCATIONAL MATERIAL	01 6926 610 1 004 000	\$309.38
142			01 6926 610 2 004 000	\$309.37
143		EDUCATIONAL MATERIALS	01 6926 610 1 004 000	\$103.13
144			01 6926 610 2 004 000	\$103.12
145	CENGAGE LEARNING Total			\$825.00
146	CENTURY LUMBER CO	LUMBER	01 2620 610 1 001 000	\$28.76
147			01 2620 610 1 001 008	\$32.13
148			01 2620 610 2 001 000	\$28.75
149		SUPPLIES	01 2620 610 1 001 000	\$20.30
150			01 2620 610 2 001 000	\$20.29
151		SUPPLY	01 2620 610 2 001 001	\$859.96
152	CENTURY LUMBER CO Total			\$990.19
153	CHARTWELLS DINING SERVICES	STRATEGIC PLANNING LUNCHEON	01 2320 890 1 033 000	\$465.12
154	CHARTWELLS DINING SERVICES Total			\$465.12
155	CITY OF NORFOLK	GRASS/LEAVES	01 2630 420 1 001 000	\$1.50
156			01 2630 420 2 001 000	\$1.50
157		RESIDENTIAL WASTE	01 2630 420 1 001 000	\$66.99
158			01 2630 420 2 001 000	\$66.98
159			01 2630 420 2 001 001	\$12.00
160		TREE WASTE	01 2630 420 1 001 000	\$4.50
161			01 2630 420 2 001 000	\$4.50
162		WATER/SEWER	01 2610 410 1 001 000	\$368.02
163			01 2610 410 1 001 003	\$375.04

164			01 2610 410 1 001 004	\$525.94
165			01 2610 410 1 001 005	\$362.14
166			01 2610 410 1 001 008	\$408.88
167			01 2610 410 1 001 009	\$563.04
168			01 2610 410 2 001 000	\$368.02
169			01 2610 410 2 001 002	\$1,487.89
170	CITY OF NORFOLK Total			\$4,616.94
171	CLASSEN, MELISSA	PARENT MILEAGE	01 2713 332 1 004 021	\$123.55
172	CLASSEN, MELISSA Total			\$123.55
173	CLAUSSEN, AIMEE	STAFF MILEAGE	01 1190 333 1 163 021	\$44.99
174	CLAUSSEN, AIMEE Total			\$44.99
175	CLAYTON, WENDY	ACTIVITY WORKER	01 2190 120 2 001 000	\$251.25
176	CLAYTON, WENDY Total			\$251.25
177	COFFIN, ABBEY	MILEAGE STEPS TRAINING	01 1200 333 1 004 000	\$145.20
178	COFFIN, ABBEY Total			\$145.20
179	COLLINS, NICHOLAS	AFS FIELD TRIP @ OMAHA	01 2190 580 2 001 000	\$12.00
180		BOYS SOCCER @LINCOLN	01 2190 580 2 001 000	\$9.79
181		TENNIS AT SIOUX CITY	01 2190 580 2 001 000	\$9.20
182		TRACK @ BATTLE CREEK	01 2190 580 2 001 000	\$9.09
183		TRACK @ KEARNEY	01 2190 580 2 001 000	\$11.22
184		TRACK @ YANKTON	01 2190 580 2 001 000	\$12.00
185		TRACK AT PIERCE	01 2190 580 2 001 000	\$11.22
186		ZOO TRIP BEL AIR IN OMAHA	01 2190 580 1 001 000	\$12.00
187	COLLINS, NICHOLAS Total			\$86.52
188	COMPUTER INFORMATION	IC TRAINING	01 1100 330 1 005 000	\$736.50
189			01 1100 330 2 005 000	\$736.50
190	COMPUTER INFORMATION Total			\$1,473.00
191	COOVER, DONNA	PARENT MILEAGE	01 2713 332 1 004 021	\$74.88
192	COOVER, DONNA Total			\$74.88
193	CORNHUSKER AUTO CENTER	2022 CHRYSLER PACIFICA TOURING	01 6421 732 1 004 000	\$18,644.50
194			01 6421 732 2 004 000	\$18,644.50
195	CORNHUSKER AUTO CENTER Total			\$37,289.00
196	CORNHUSKER INTERNATIONAL	REPAIR OF VEHICLE #3	01 2710 340 1 001 000	\$820.49
197			01 2710 340 2 001 000	\$820.49

198		SUPPLIES VEHICLE #503	01 2710 610 1 001 000	\$43.36
199			01 2710 610 2 001 000	\$43.36
200	CORNHUSKER INTERNATIONAL Total			\$1,727.70
201	CRAVEN, SHEILA	CONTRACTED OT SERVICES	01 2161 320 1 004 000	\$6,971.75
202			01 2161 320 2 004 000	\$118.50
203		CONTRACTED OT SERVICES MILEAGE	01 2161 334 1 004 000	\$79.38
204			01 2161 334 2 004 000	\$3.51
205	CRAVEN, SHEILA Total			\$7,173.14
206	CURRICULUM ASSOCIATES	STUDENT BOOKS	01 1100 610 1 104 010	\$223.72
207	CURRICULUM ASSOCIATES Total			\$223.72
208	CUSTOM SPORTS	APPAREL	01 3541 610 1 004 000	\$670.00
209	CUSTOM SPORTS Total			\$670.00
210	D & L TOWING, L.L.C.	TOWING VECHICLE #503	01 2730 350 1 001 000	\$711.50
211			01 2730 350 2 001 000	\$711.50
212	D & L TOWING, L.L.C. Total			\$1,423.00
213	DANIEL, JULIE	STAFF MILEAGE	01 2181 333 1 004 000	\$130.66
214			01 2181 333 2 004 000	\$130.66
215			01 2182 333 1 004 021	\$130.65
216			01 2183 333 1 004 000	\$130.65
217	DANIEL, JULIE Total			\$522.62
218	DASHER, LISA	STAFF MILEAGE	01 1190 333 1 163 021	\$30.60
219	DASHER, LISA Total			\$30.60
220	DELL MARKETING L.P.	3 YEAR CONTRACT/VLA VMW PROD	01 2230 340 1 005 000	\$9,303.80
221			01 2230 340 2 005 000	\$9,303.80
222		STORAGE ARRAY	01 2230 735 1 005 000	\$1,085.44
223			01 2230 735 2 005 000	\$1,085.44
224	DELL MARKETING L.P. Total			\$20,778.48
225	DESERT DISTRIBUTING LLC	CLASSROOM SUPPLES	01 1200 610 1 254 003	\$125.13
226	DESERT DISTRIBUTING LLC Total			\$125.13
227	DINKEL IMPLEMENT	WHEEL, GAUGE	01 2630 610 1 001 000	\$198.18
228	DINKEL IMPLEMENT Total			\$198.18
229	DITTER, KERSTIN	KEY REPLACEMENT	01 3541 610 1 004 000	\$10.97
230		SIXPENCE MILEAGE	01 3541 333 1 004 000	\$108.17
231	DITTER, KERSTIN Total			\$119.14

232	DRAHOTA, BRANDEE	STAFF MILEAGE	01 1190 333 1 163 021	\$39.90
233	DRAHOTA, BRANDEE Total			\$39.90
234	EAKES OFFICE PLUS	SUPPLIES	01 2610 610 1 001 000	\$385.54
235			01 2610 610 2 001 000	\$385.52
236	EAKES OFFICE PLUS Total			\$771.06
237	ECHO GROUP INC	BULBS	01 2620 610 1 001 014	\$194.40
238	ECHO GROUP INC Total			\$194.40
239	EGAN SUPPLY COMPANY	COOP SUPPLIES	01 1100 610 2 142 002	\$82.66
240		COOP SUPPLIES MASKS	01 2410 610 2 209 001	\$4.00
241		SUPPLIES	01 2610 610 1 001 000	\$4,053.42
242			01 2610 610 2 001 000	\$4,053.42
243		WORK ON ES400 @MS	01 2610 431 1 001 014	\$270.00
244	EGAN SUPPLY COMPANY Total			\$8,463.50
245	ELECTRONIC CONTRACTING CO	JACK FOR CARSON STAGE	01 2410 610 2 209 001	\$32.00
246		MAINT AGREEMENT 4/30/22-	01 2620 431 2 715 001	\$971.75
247	ELECTRONIC CONTRACTING CO Total			\$1,003.75
248	ELECTRONIC SYSTEMS	PULL STATION COVERS	01 2620 610 1 001 014	\$384.00
249	ELECTRONIC SYSTEMS Total			\$384.00
250	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 1 001 000	\$789.69
251			01 2510 340 2 001 000	\$789.68
252	ESSENTIAL SCREEN Total			\$1,579.37
253	ESU #7	EXECUTIVE FUNCTIONING TRAINING	01 1100 610 1 104 010	\$80.00
254	ESU #7 Total			\$80.00
255	ESU 8	LEVEL III SPED SERVICES	01 1200 591 2 004 000	\$4,300.00
256		MARCH 2022 LMHP	01 2141 591 2 014 000	\$9,180.00
257	ESU 8 Total			\$13,480.00
258	FAMILY PHYSICAL THERAPY	CONTRACTED OT SERVICES APRIL22	01 2162 320 1 004 000	\$3,120.00
259			01 2162 334 1 004 000	\$37.45
260			01 2163 320 1 004 000	\$3,120.00
261			01 2163 334 1 004 000	\$37.45
262	FAMILY PHYSICAL THERAPY Total			\$6,314.90
263	FASTENAL INDUSTRIAL	MAINT. SHOP SUPPLIES	01 2620 610 1 001 000	\$9.97
264			01 2620 610 2 001 000	\$9.96
265		SUPPLIES	01 2620 610 1 001 000	\$20.19

266			01 2620 610 2 001 000	\$20.18
267	FASTENAL INDUSTRIAL Total			\$60.30
268	FERNAU, JESSICA	STAFF MILEAGE	01 1291 333 1 004 021	\$25.68
269			01 1292 333 1 004 000	\$67.69
270	FERNAU, JESSICA Total			\$93.37
271	FIND YOUR GRIND INC.	FUTURE READY PACKAGE	01 6700 350 2 028 001	\$3,000.00
272	FIND YOUR GRIND INC. Total			\$3,000.00
273	FIRST CHOICE FOOD	BOE DINNER 5/9/22	01 2310 890 1 033 000	\$73.63
274			01 2310 890 2 033 000	\$73.62
275	FIRST CHOICE FOOD Total			\$147.25
276	FIRSTWIRELESS, INC	MOTOROLA PORTABLE RADIOS	01 2410 650 1 430 014	\$3,665.00
277		TWO WAY RADIO BATTERIES	01 2410 610 2 209 001	\$227.16
278	FIRSTWIRELESS, INC Total			\$3,892.16
279	FLOOR MAINTENANCE	BUFFING PADS	01 2610 610 2 001 002	\$34.60
280		SQUEEGY	01 2610 610 2 001 001	\$51.14
281	FLOOR MAINTENANCE Total			\$85.74
282	FOX, CINDY	NURSE MILEAGE	01 2130 333 1 004 000	\$49.69
283			01 2130 333 2 004 000	\$49.69
284	FOX, CINDY Total			\$99.38
285	FOX, TESSA	SPED SUB TEACHR MILEAGE	01 1291 333 1 004 021	\$67.22
286	FOX, TESSA Total			\$67.22
287	FP MAILING SOLUTIONS	POSTBASE METER RENTAL	01 2510 531 1 001 000	\$115.50
288			01 2510 531 2 001 000	\$115.50
289	FP MAILING SOLUTIONS Total			\$231.00
290	FREUDENBURG, BRIDGETT	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$45.63
291	FREUDENBURG, BRIDGETT Total			\$45.63
292	FROWICK, BRENNA	STAFF MILEAGE	01 2151 333 1 004 000	\$29.95
293			01 2151 333 2 004 000	\$29.95
294	FROWICK, BRENNA Total			\$59.90
295	FROWICK, KIM	STAFF MILEAGE	01 2151 333 1 004 000	\$14.74
296	FROWICK, KIM Total			\$14.74
297	GANSEBOM, HAYLEY	STAFF MILEAGE	01 2151 333 1 004 000	\$79.56
298	GANSEBOM, HAYLEY Total			\$79.56
299	GLASS EDGE INC, THE	ALUMINUM CLOSERS	01 2620 610 2 001 001	\$1,167.00

300	GLASS EDGE INC, THE Total			\$1,167.00
301	GROSSERODE, SAMANTHA	PARENT MILEAGE	01 2713 332 1 004 021	\$112.32
302	GROSSERODE, SAMANTHA Total			\$112.32
303	HAFER, AMANDA	REGISTRATION CTE SUMMER	01 6310 330 2 028 000	\$300.00
304	HAFER, AMANDA Total			\$300.00
305	HAMLING, CHRISTINA	STAFF MILEAGE	01 2151 333 1 004 000	\$290.92
306	HAMLING, CHRISTINA Total			\$290.92
307	HARDY, MARSHAL	ACTIVITY WORKER	01 2190 120 2 001 000	\$33.75
308	HARDY, MARSHAL Total			\$33.75
309	HEINEMANN	INVIGORATING MATH	01 1100 640 1 406 014	\$375.38
310	HEINEMANN Total			\$375.38
311	HIRSCH, HEATHER	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$261.61
312	HIRSCH, HEATHER Total			\$261.61
313	HOFERER, KIMBERLY	ACTIVITY WORKER	01 2190 120 2 001 000	\$60.00
314	HOFERER, KIMBERLY Total			\$60.00
315	HOFFMAN, JEFF	ACTIVITY WORKER	01 2190 120 2 001 000	\$78.75
316	HOFFMAN, JEFF Total			\$78.75
317	HOME DEPOT PRO, THE	SUPPLIES	01 2610 610 1 001 000	\$12,702.22
318			01 2610 610 2 001 000	\$12,702.20
319	HOME DEPOT PRO, THE Total			\$25,404.42
320	HUGHES, CHUCK	MILEAGE TO COURTHOUSE	01 1200 333 1 004 000	\$19.19
321	HUGHES, CHUCK Total			\$19.19
322	HUGHES, PAUL	ACTIVITY WORKER	01 2190 120 2 001 000	\$108.75
323	HUGHES, PAUL Total			\$108.75
324	INK INTERNATIONAL INC	BOOKS	01 2320 640 1 033 000	\$2,174.16
325			01 2320 640 2 033 000	\$2,174.15
326	INK INTERNATIONAL INC Total			\$4,348.31
327	IOWA SFK LEASING INC	SUPPLIES FOR VEHICLE #17	01 2650 610 1 001 000	\$13.53
328			01 2650 610 2 001 000	\$13.52
329	IOWA SFK LEASING INC Total			\$27.05
330	JACOBO, DIANA	PARENT MILEAGE	01 2713 332 1 004 021	\$117.94
331	JACOBO, DIANA Total			\$117.94
332	JAMES, ALLISON	STAFF MILEAGE	01 2181 333 2 004 000	\$41.42
333			01 2182 333 1 004 021	\$41.42

334	JAMES, ALLISON Total			\$82.84
335	JENSEN, CARRIE	STAFF MILEAGE	01 1100 333 2 001 000	\$27.44
336	JENSEN, CARRIE Total			\$27.44
337	JONES SCHOOL SUPPLY	MEDALS AND RIBBONS	01 1100 610 1 904 012	\$96.55
338	JONES SCHOOL SUPPLY Total			\$96.55
339	JOSTENS	AWARDS	01 1100 610 2 202 001	\$179.42
340			01 1100 610 2 205 001	\$136.92
341			01 1100 610 2 207 001	\$115.67
342	JOSTENS Total			\$432.01
343	JUNIOR LIBRARY GUILD	BOOKS & PERIODICALS	01 2220 640 1 423 014	\$132.00
344	JUNIOR LIBRARY GUILD Total			\$132.00
345	KANSAS CITY AUDIO-VISUAL	INTERACTIVE WHITE BOARDS	01 3535 650 1 027 000	\$2,098.00
346	KANSAS CITY AUDIO-VISUAL Total			\$2,098.00
347	KELLY SUPPLY COMPANY	SH SUPPLY	01 2620 610 2 001 001	\$12.11
348		SUPER BLUE RIBBON V-BELT	01 2620 610 2 001 001	\$69.49
349		SUPPLIES	01 2620 610 1 001 000	\$23.84
350			01 2620 610 2 001 000	\$23.83
351		V-BELT	01 2620 610 2 001 001	\$4.58
352			01 2620 610 2 001 002	\$25.90
353		V-BELTS	01 2620 610 2 001 002	\$22.84
354	KELLY SUPPLY COMPANY Total			\$182.59
355	KLEIN, ANGELA	ACTIVITY WORKER	01 2190 120 2 001 000	\$45.00
356	KLEIN, ANGELA Total			\$45.00
357	KLEINSCHMIT, LETISHIA	STAFF MILEAGE	01 2151 333 1 004 000	\$15.50
358	KLEINSCHMIT, LETISHIA Total			\$15.50
359	KNAPP, ALEXANDRA	STAFF MILEAGE	01 2141 333 1 014 000	\$36.59
360			01 2141 333 2 014 000	\$36.59
361	KNAPP, ALEXANDRA Total			\$73.18
362	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 2 004 000	\$29.04
363			01 2152 333 1 004 021	\$29.04
364			01 2153 333 1 004 000	\$29.03
365	KNIGHT, KARLA Total			\$87.11
366	KONERT, NICOLE	STAFF MILEAGE	01 1200 333 1 004 000	\$20.19
367			01 1200 333 2 004 000	\$20.18

368	KONERT, NICOLE Total			\$40.37
369	KORTH, JESSIE	CONTRACTED PT SERVICES	01 2172 320 1 004 000	\$4,927.62
370			01 2172 334 1 004 000	\$135.81
371			01 2173 320 1 004 000	\$4,927.63
372			01 2173 334 1 004 000	\$135.81
373	KORTH, JESSIE Total			\$10,126.87
374	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$402.21
375			01 2620 610 2 001 000	\$402.21
376	KURITA AMERICA, INC. Total			\$804.42
377	KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 000	\$58.50
378			01 2630 340 1 001 003	\$39.00
379			01 2630 340 1 001 004	\$39.00
380			01 2630 340 1 001 005	\$39.00
381			01 2630 340 1 001 008	\$39.00
382			01 2630 340 1 001 009	\$39.00
383			01 2630 340 1 001 010	\$39.00
384			01 2630 340 1 001 012	\$39.00
385			01 2630 340 1 001 014	\$39.00
386			01 2630 340 1 001 021	\$39.00
387			01 2630 340 2 001 000	\$58.50
388			01 2630 340 2 001 001	\$78.00
389			01 2630 340 2 001 002	\$39.00
390	KUSTOM PEST CONTROL Total			\$585.00
391	LAMMERS, NANCY	ACTIVITY WORKER	01 2190 120 2 001 000	\$105.00
392	LAMMERS, NANCY Total			\$105.00
393	LANGDEAUX, FAY	NATIVE AMERICAN STUDENT	01 6910 333 1 004 000	\$321.54
394			01 6910 333 2 004 000	\$321.53
395	LANGDEAUX, FAY Total			\$643.07
396	LAWNCO	LAWN SERVICE (2022-2024)	01 2630 420 1 001 000	\$3,939.00
397			01 2630 420 2 001 000	\$3,938.99
398	LAWNCO Total			\$7,877.99
399	LAWSON PRODUCTS, INC	SHOP SUPPLIES	01 2620 610 1 001 000	\$66.06
400			01 2620 610 2 001 000	\$66.05
401	LAWSON PRODUCTS, INC Total			\$132.11

402	LEARNING ALLY	WEB/CLOUD BASED SOFTWARE	01 1200 643 1 004 000	\$20,460.38
403			01 1200 643 2 004 000	\$20,460.37
404	LEARNING ALLY Total			\$40,920.75
405	LOVE SIGNS, INC	DOUBLE FACE SIGNS	01 2620 610 1 001 000	\$6,149.50
406			01 2620 610 2 001 000	\$6,149.50
407	LOVE SIGNS, INC Total			\$12,299.00
408	LUNA, ANDREA	STAFF MILEAGE	01 1190 333 1 163 021	\$71.14
409	LUNA, ANDREA Total			\$71.14
410	LUNCHTIME SOLUTIONS, INC.	STAFF APPRECIATION SNACK	01 2310 890 1 033 000	\$77.40
411			01 2310 890 2 033 000	\$77.40
412	LUNCHTIME SOLUTIONS, INC. Total			\$154.80
413	MARATHON PRESS INC	COMMENCEMENT PROGRAMS	01 2490 610 2 209 001	\$777.00
414	MARATHON PRESS INC Total			\$777.00
415	MARTINEZ, CRYSTAL	PARENT MILEAGE	01 2713 332 1 004 021	\$164.27
416	MARTINEZ, CRYSTAL Total			\$164.27
417	MATHESON TRI-GAS INC.	CLASSROOM SUPPLIES	01 1100 610 2 211 001	\$357.81
418		MONTHLY MATERIALS	01 2620 610 1 001 000	\$109.19
419			01 2620 610 2 001 000	\$109.18
420	MATHESON TRI-GAS INC. Total			\$576.18
421	MCGRAW-HILL SCHOOL	BOOKS & PERIODICALS	01 1100 640 1 028 000	\$80,698.05
422			01 1100 640 2 028 000	\$95,317.15
423			01 6998 640 2 945 000	\$204,319.50
424	MCGRAW-HILL SCHOOL Total			\$380,334.70
425	MEISINGER OIL CO	DIESEL	01 2650 626 1 001 000	\$179.90
426			01 2650 626 2 001 000	\$179.90
427			01 2710 626 1 001 000	\$3,598.00
428			01 2710 626 2 001 000	\$3,598.00
429			01 2712 626 1 001 000	\$1,439.20
430	MEISINGER OIL CO Total			\$8,995.00
431	MENARDS	D CELL BATTERIES	01 2610 610 1 001 000	\$23.61
432			01 2610 610 2 001 000	\$23.61
433		FLOOR PLAN	01 2620 610 1 001 000	\$112.34
434			01 2620 610 2 001 000	\$112.34
435		HAND CLEANER	01 2620 610 2 001 001	\$25.98

436	LLP SUPPLY		01 2620 610 1 001 021	\$33.56
437	ODOR CONTROL, BATTERIES		01 2620 610 1 001 000	\$7.24
438			01 2620 610 2 001 000	\$7.24
439	PAINTING SUPPLIES		01 2620 610 2 001 001	\$81.45
440	PLASTIC DIAPHRAGM COVER		01 2620 610 1 001 010	\$11.98
441	PLUGS FOR CORDS		01 2610 610 1 001 000	\$26.04
442			01 2610 610 2 001 000	\$26.04
443	PRO MARKING PAINT		01 2620 610 1 001 000	\$71.60
444			01 2620 610 2 001 000	\$71.60
445	PUMP SPRAYERS		01 2610 610 1 001 000	\$31.38
446			01 2610 610 2 001 000	\$31.38
447	PUSH BROOM		01 2620 610 1 001 000	\$24.98
448	RED MULCH		01 2620 610 1 001 000	\$14.99
449			01 2620 610 2 001 000	\$14.98
450	RISERS		01 2620 610 1 001 000	\$1.44
451			01 2620 610 2 001 000	\$1.44
452	SCRAPERS		01 2610 610 2 001 002	\$113.96
453	SHOP SUPPLIES		01 2620 610 1 001 000	\$27.62
454			01 2620 610 2 001 000	\$27.62
455	SLIDER BASEMENT WINDOW		01 2620 610 1 001 014	\$71.99
456	SPRAY PAINT		01 2620 610 1 001 000	\$8.76
457			01 2620 610 2 001 000	\$8.76
458	STRETCH WRAP		01 2620 610 1 001 000	\$41.98
459			01 2620 610 2 001 000	\$41.98
460	SUPPLIES		01 2620 610 1 001 000	\$51.67
461			01 2620 610 1 001 004	\$133.55
462			01 2620 610 1 001 008	\$64.32
463			01 2620 610 1 001 012	\$187.71
464			01 2620 610 2 001 000	\$51.66
465	SUPPLIES FOR TRACK		01 2620 610 2 001 001	\$68.45
466	MENARDS Total			\$1,655.25
467	MEYER TOOL SERVICE LLC	27" EDGE & AUTO TOOLS MASTER	01 6700 610 2 028 001	\$4,249.99
468	MEYER TOOL SERVICE LLC Total			\$4,249.99
469	MILLER, AMY	CONTRACTED SCHOOL AGE PT	01 2171 320 1 004 000	\$2,903.25

470			01 2171 334 1 004 000	\$51.19
471	MILLER, AMY Total			\$2,954.44
472	MILLER, TIM	7/8 GR TRACK	01 2190 580 2 001 000	\$12.00
473		TRACK	01 2190 580 2 001 000	\$6.95
474	MILLER, TIM Total			\$18.95
475	MODEL ELECTRIC INC	FIXED CONTACTOR CHATTERING	01 2620 431 2 001 001	\$157.50
476		FIXED PROBLEM WITH DOOR	01 2620 431 1 001 000	\$29.00
477			01 2620 431 2 001 000	\$29.00
478		HOOK UP WELDER	01 2620 431 2 001 002	\$189.00
479		HOOPS NOT WORKING	01 2620 431 2 001 002	\$63.00
480		JF GYM LIGHT	01 2620 431 1 001 004	\$87.00
481		JF SIGN WIRED	01 2620 431 1 001 004	\$205.71
482		JH BREAKERS TRIPPING	01 2620 431 2 001 002	\$111.37
483		LABOR FOR HEATER IN RM 618	01 2620 431 2 001 001	\$97.00
484		LABOR FOR LIGHTS NOT WORKING	01 2620 431 1 001 000	\$31.50
485			01 2620 431 2 001 000	\$31.50
486		LABOR FOR MS DOOR ALARM	01 2620 431 1 001 014	\$126.00
487		LABOR WS TO CHANGE OUT RTU	01 2620 431 1 001 009	\$1,967.09
488		MAIN ENTRY DOOR LABOR	01 2620 431 2 001 001	\$58.00
489		MOVE POWER AND DATA AT JH	01 2620 431 2 001 002	\$186.33
490		MS KILN REWIRED	01 2620 431 1 001 014	\$200.93
491		MS PROJECTOR IN CEILING	01 2620 431 1 001 014	\$233.45
492		NEW POWER PACK ORCHESTRA RM	01 2620 431 2 001 001	\$269.59
493		REPLACED BLEACHER CORD	01 2620 431 2 001 002	\$303.05
494		REPLACED RELAY ON ENTRY DOOR	01 2620 431 1 001 014	\$344.83
495		SANDER MOTOR	01 2410 340 2 209 001	\$282.54
496		WIRED BUTTON AND MOTOR FOR	01 2620 431 1 001 021	\$524.08
497	MODEL ELECTRIC INC Total			\$5,527.47
498	MONTESSORI OUTLET	SUPPLIES	01 1100 610 1 028 005	\$347.13
499	MONTESSORI OUTLET Total			\$347.13
500	MONTESSORI SERVICES	POSITIVE DISCIPLINE	01 1100 610 1 602 005	\$51.85
501	MONTESSORI SERVICES Total			\$51.85
502	MUELLER, JULIE	STAFF MILEAGE	01 2152 333 1 004 021	\$5.91
503			01 2153 333 1 004 000	\$39.25

504	MUELLER, JULIE Total			\$45.16
505	NAPA OF NORFOLK	FILTER VEHICLE #27	01 2650 610 1 001 000	\$6.84
506			01 2650 610 2 001 000	\$6.84
507	NAPA OF NORFOLK Total			\$13.68
508	NASCO	DEMONSTRATION TABLE	01 6700 610 2 028 002	\$3,132.68
509	NASCO Total			\$3,132.68
510	NCS PEARSON	INTERACTIVE TESTING	01 2141 610 1 014 000	\$175.59
511			01 2141 610 2 014 000	\$175.57
512			01 2142 610 1 014 000	\$39.04
513	NCS PEARSON Total			\$390.20
514	NCSA	NCE CONF REGISTRATION	01 6700 810 2 028 002	\$300.00
515		NCE REGISTRATION/KROHN	01 6700 810 2 028 002	\$745.00
516		NCSA MEMBERSHIP - A LENTON	01 2410 810 2 141 002	\$235.00
517		NE CAREER EDUCATION CONF	01 6700 810 2 028 001	\$745.00
518	NCSA Total			\$2,025.00
519	NEBRASKA ASSOC CURRIC	B. NELSON MEMBERSHIP DUES	01 6310 810 1 028 000	\$12.50
520			01 6310 810 2 028 000	\$12.50
521	NEBRASKA ASSOC CURRIC Total			\$25.00
522	NEBRASKA FFA ASSOCIATION	HORSE EVALUATION	01 1100 610 2 208 001	\$40.00
523	NEBRASKA FFA ASSOCIATION Total			\$40.00
524	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$1,567.86
525			01 2610 621 1 001 003	\$1,859.44
526			01 2610 621 1 001 004	\$1,898.68
527			01 2610 621 1 001 005	\$1,945.37
528			01 2610 621 1 001 008	\$2,368.04
529			01 2610 621 1 001 009	\$1,385.07
530			01 2610 621 1 001 010	\$1,841.32
531			01 2610 621 1 001 014	\$7,386.88
532			01 2610 621 1 001 021	\$1,411.05
533			01 2610 621 2 001 000	\$1,567.86
534			01 2610 621 2 001 001	\$33,664.60
535			01 2610 621 2 001 002	\$10,813.17
536	NEBRASKA PUBLIC POWER Total			\$67,709.34
537	NEBRASKA SCHOOL PUBLIC	NEBSPRA CONFERENCE	01 2310 810 1 010 000	\$12.50

538			01 2310 810 2 010 000	\$12.50
539	NEBRASKA SCHOOL PUBLIC Total			\$25.00
540	NEWS-2-YOU, INC	UNIQUE LEARNING SYSTEM	01 1200 643 1 004 000	\$12,424.92
541			01 1200 643 2 004 000	\$12,424.92
542	NEWS-2-YOU, INC Total			\$24,849.84
543	NORFOLK AREA CHAMBER	BUSINESS AFTER HOURS	01 2310 810 1 010 000	\$4.00
544			01 2310 810 2 010 000	\$4.00
545			01 2320 810 1 033 000	\$4.00
546			01 2320 810 2 033 000	\$4.00
547	NORFOLK AREA CHAMBER Total			\$16.00
548	NORFOLK AUTO SUPPLY	FILTERS	01 2650 610 1 001 000	\$12.26
549			01 2650 610 2 001 000	\$12.26
550		OIL FILTER	01 2650 610 1 001 000	\$12.48
551			01 2650 610 2 001 000	\$12.48
552	NORFOLK AUTO SUPPLY Total			\$49.48
553	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEALS JJT	01 2320 890 1 033 000	\$13.98
554			01 2320 890 2 033 000	\$13.98
555	NORFOLK COUNTRY CLUB Total			\$27.96
556	NORFOLK DAILY NEWS	ADS	01 2310 540 1 001 000	\$10.29
557			01 2310 540 2 001 000	\$10.29
558			01 2510 540 1 001 000	\$29.57
559			01 2510 540 1 901 000	\$455.68
560			01 2510 540 2 001 000	\$29.57
561			01 2510 540 2 901 000	\$455.67
562			01 6910 350 1 004 000	\$4.37
563			01 6910 350 2 004 000	\$4.37
564		KIND. ROUNDUP AD	01 2310 540 1 010 000	\$104.45
565			01 2310 540 2 010 000	\$104.44
566	NORFOLK DAILY NEWS Total			\$1,208.70
567	NORFOLK FAMILY YMCA	POOL USAGE	01 2510 890 2 001 000	\$6,525.00
568	NORFOLK FAMILY YMCA Total			\$6,525.00
569	NORFOLK GM AUTO CENTER	CABLE FOR VEHICLE #2	01 2710 610 1 001 000	\$24.26
570			01 2710 610 2 001 000	\$24.25
571	NORFOLK GM AUTO CENTER Total			\$48.51

572	NORFOLK IMPLEMENT INC	AIR FILTERS	01 2620 610 1 001 000	\$14.62
573			01 2620 610 2 001 000	\$14.61
574		SHOP SUPPLIES	01 2620 610 1 001 000	\$25.00
575			01 2620 610 2 001 000	\$24.99
576	NORFOLK IMPLEMENT INC Total			\$79.22
577	NORFOLK WINSUPPLY	CARRIER CAP NUTS	01 2620 610 2 001 001	\$35.40
578		FILTERS	01 2620 610 1 001 000	\$84.06
579			01 2620 610 1 001 005	\$309.04
580			01 2620 610 1 001 008	\$1,027.48
581			01 2620 610 1 001 014	\$227.40
582			01 2620 610 2 001 000	\$84.06
583		REFRIGERANT	01 2620 610 1 001 000	\$1,152.00
584			01 2620 610 2 001 000	\$1,152.00
585		SUPPLIES	01 2620 610 1 001 000	\$23.13
586			01 2620 610 2 001 000	\$23.13
587			01 2620 610 2 001 001	\$37.98
588		SUPPLY	01 2620 610 2 001 001	\$27.05
589	NORFOLK WINSUPPLY Total			\$4,182.73
590	NOVEL IDEAS, INC.	BOOKS & PERIODICALS	01 6969 640 1 028 000	\$925.75
591	NOVEL IDEAS, INC. Total			\$925.75
592	NPS SUBSIDIARY	APRONS #24	01 1100 610 2 111 002	\$130.76
593		AWARDS #6	01 1100 610 1 104 010	\$109.41
594		BACKGROUND CHECKS #8	01 2510 340 1 001 000	\$3.00
595			01 2510 340 2 001 000	\$3.00
596		BANANAGRAM/FAMILY INVOLVEMENT	01 6925 610 1 004 000	\$286.35
597			01 6925 610 2 004 000	\$286.35
598		BATTERIES #3	01 1100 610 1 919 012	\$4.57
599		BOND RENEWAL	01 2510 340 1 001 000	\$175.00
600			01 2510 340 2 001 000	\$175.00
601		CABLE BOXES	01 2410 340 2 209 001	\$11.89
602			01 2510 340 1 001 000	\$2.77
603			01 2510 340 2 001 000	\$2.76
604			01 2670 340 1 035 000	\$2.76
605			01 2670 340 2 035 000	\$2.76

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CARD STOCK #16	01 1100 610 1 705 008	\$6.57
CARDSTOCK & BATTERIES #6	01 1100 610 1 104 010	\$27.23
CENTRAL SUPPLY	01 1100 610 0 001 000	\$878.17
CLASSROOM FURNITURE	01 2620 610 1 001 003	\$2,975.35
CLASSROOM SUPPLIES #9	01 1150 610 1 357 004	\$398.13
	01 1200 610 1 353 004	\$349.96
COMMUNICATION FOLDERS #13	01 1100 610 1 405 014	-\$126.00
CREATION STATION SUPPLIES #24	01 1100 610 2 141 002	\$629.70
DEPENDENT/HEALTHCARE FEES	01 2510 340 1 001 000	\$271.20
	01 2510 340 2 001 000	\$271.20
DIGGERS HOTLINE	01 2620 431 1 001 000	\$4.55
	01 2620 431 2 001 000	\$4.55
DRUM GROUP	01 6910 350 2 004 000	\$450.00
ED CLASSROOM RESOURCES #24	01 1200 610 2 022 002	\$139.03
EGGS #24	01 1100 610 2 138 002	\$12.81
ELECTRICITY	01 2610 621 1 001 012	\$1,668.00
FAMILY INVOLVEMENT SUPPLIES	01 6925 610 1 004 000	\$287.52
	01 6925 610 2 004 000	\$287.52
FCC LICENSING #8	01 2620 810 1 001 000	\$60.00
	01 2620 810 2 001 000	\$60.00
FILAMENT #16	01 3535 610 2 027 000	\$43.76
FINANCE MEETING MEAL #20	01 2510 890 1 001 000	\$19.22
	01 2510 890 2 001 000	\$19.22
FLAG #30	01 2510 610 1 001 000	\$18.00
	01 2510 610 2 001 000	\$18.00
FLAGS #3	01 2410 610 1 904 012	\$99.80
FOLDERS #3	01 1100 610 1 913 012	\$130.16
FURNITURE FOR NEW ROOMS	01 2620 610 1 001 005	\$5,808.71
GENERAL SUPPLIES #3	01 1100 610 1 902 012	\$104.45
	01 1200 610 1 954 012	\$437.10
GENERAL SUPPLIES #6	01 1200 610 1 153 010	\$223.41
GROUND BEEF #24	01 1100 610 2 111 002	\$75.62
GUEST LAB SUPPLIES #24	01 1100 610 2 111 002	\$154.19
HEADPHONES #24	01 1200 610 2 194 002	\$285.60

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HITACHI BULB #3	01 1100 650 1 904 012	\$114.20
HITACHI FILTER #3	01 1100 650 1 904 012	\$44.94
ITEMS FOR STORE #24	01 1200 610 2 022 002	\$94.46
KEYS	01 2620 610 2 001 001	\$7.98
LAMP #3	01 1100 650 1 904 012	\$89.20
LUNCH FOR ACTIVITIES MEETING	01 2190 890 2 001 000	\$76.93
MARCHING BAND/FLAG	01 1100 610 2 202 001	\$4,190.00
MARKERS #3	01 2120 610 1 905 012	\$75.95
MS CLUB SUPPLIES #18	01 6968 610 1 001 014	\$252.19
NAESP-SUPPLIES #15	01 1100 610 1 201 003	\$91.71
NCSA MEMBERSHIP #7	01 2210 810 1 901 000	\$167.50
	01 2210 810 2 901 000	\$167.50
NETA CONF LODGING/R TOPP #20	01 1200 580 1 004 000	\$166.25
	01 1200 580 2 004 000	\$166.25
NICKY VERSION II #3	01 1100 610 1 904 012	\$322.00
NURSES TRAINING #17	01 2130 330 1 004 000	\$362.50
	01 2130 330 2 004 000	\$362.50
PAPER/STARS #3	01 1100 610 1 904 012	\$92.78
PARTS #8	01 2710 610 1 001 000	\$227.66
	01 2710 610 2 001 000	\$227.66
PLANBOOK #9	01 1100 643 1 302 004	\$204.00
POSTAGE #16	01 2410 531 1 704 008	\$58.00
POSTAGE #23	01 2410 531 2 209 001	\$241.30
POSTAGE FOR BULB REPLACEMENT	01 2410 531 1 430 014	\$13.04
PROJECTOR #15	01 2223 650 1 201 003	\$443.12
PURELAND SUPPLY #15	01 2223 610 1 201 003	\$99.40
SAW TABLE #21	01 6700 610 2 028 002	\$3,129.00
SCIENCE SUPPLIES #9	01 1100 610 1 302 004	\$36.94
SHREDDING SERVICES	01 2410 340 2 141 002	\$40.00
STAFF APPRECIATION #1	01 2310 890 1 033 000	\$5.73
	01 2310 890 2 033 000	\$5.72
STAFF APPRECIATION SUPPLIES #7	01 2211 610 1 901 000	\$6.73
	01 2211 610 2 901 000	\$6.73
STUDENT INCENTIVES #3	01 1100 610 1 904 012	\$9.98

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SUPPLIES	01 2620 610 1 001 000	\$210.50
	01 2620 610 2 001 000	\$210.49
SUPPLIES #1	01 2310 610 1 010 000	\$40.24
	01 2310 610 2 010 000	\$40.24
SUPPLIES #10	01 1190 610 1 163 021	\$241.40
	01 3541 610 1 004 000	\$42.41
SUPPLIES #11	01 1100 610 2 141 002	\$115.48
SUPPLIES #13	01 1200 610 1 491 014	\$140.98
	01 1200 610 1 493 014	\$600.76
SUPPLIES #14	01 1100 610 1 602 005	\$231.10
	01 1100 610 1 610 005	\$54.08
SUPPLIES #16	01 1100 610 1 705 008	\$109.04
	01 1100 610 1 708 008	\$139.09
	01 1100 610 1 710 008	\$553.63
	01 1150 610 1 755 008	\$204.48
	01 1200 610 1 753 008	\$155.03
	01 2151 610 1 754 008	\$12.99
	01 2410 610 1 704 008	-\$23.27
	01 3535 610 1 027 000	\$79.98
	01 3535 610 2 027 000	\$40.00
SUPPLIES #21	01 1100 610 2 204 001	\$210.05
SUPPLIES #22	01 1100 610 2 204 001	\$152.42
SUPPLIES #24	01 1100 610 2 108 002	\$8.99
	01 1100 610 2 111 002	\$137.68
	01 1100 610 2 138 002	\$44.40
	01 1100 610 2 141 002	\$57.67
SUPPLIES #27	01 1100 610 2 204 001	\$151.39
	01 1100 610 2 206 001	\$53.76
SUPPLIES #28	01 1100 610 2 204 001	\$123.78
	01 1100 610 2 226 001	\$67.96
	01 1200 610 2 290 001	\$248.99
SUPPLIES #3	01 1100 610 1 904 012	\$32.50
	01 1100 610 1 909 012	\$11.08
	01 2220 610 1 904 012	\$74.31

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SUPPLIES #6	01 1100 610 1 104 010	\$95.81
	01 1100 610 1 126 010	\$70.52
	01 1100 610 1 127 010	\$158.15
	01 1100 610 1 128 010	\$155.97
SUPPLIES #7	01 2214 610 1 901 000	\$89.00
	01 2214 610 2 901 000	\$89.00
SUPPLIES #9	01 1200 610 1 353 004	\$197.20
	01 2120 610 1 309 004	\$64.65
TEACHER INTERVIEWS #16	01 2410 890 1 704 008	\$145.41
TELEPHONE	01 2510 382 1 001 000	\$195.23
	01 2510 382 1 001 003	\$99.10
	01 2510 382 1 001 004	\$98.69
	01 2510 382 1 001 005	\$99.10
	01 2510 382 1 001 008	\$99.10
	01 2510 382 1 001 009	\$99.10
	01 2510 382 1 001 010	\$99.10
	01 2510 382 1 001 012	\$95.21
	01 2510 382 1 001 014	\$198.57
	01 2510 382 1 001 021	\$98.69
	01 2510 382 2 001 000	\$195.22
	01 2510 382 2 001 001	\$397.37
	01 2510 382 2 001 002	\$201.47
	01 2670 382 1 035 000	\$220.92
	01 2670 382 2 035 000	\$220.92
	01 2710 382 1 001 000	\$214.92
	01 2710 382 2 001 000	\$214.92
	01 3541 382 1 004 000	\$160.77
	01 6910 382 1 004 000	\$53.59
	01 6968 382 1 001 014	\$15.92
	01 6968 382 2 001 002	\$15.92
TRAVEL EXPENSE/LUHR #17	01 1200 580 1 004 000	\$84.88
	01 1200 580 2 004 000	\$84.87
TRAVEL EXPENSE/R TOPP #20	01 1200 580 1 004 000	\$5.35
	01 1200 580 2 004 000	\$5.35

742		WALMART-SUPPLIES #15	01 1100 610 1 218 003	\$8.25
743		WATER AND SEWER	01 2610 410 1 001 012	\$73.42
744		WEB/CLOUD BASED SOFTWARE #24	01 1100 643 2 114 002	\$9.99
745		WOOD	01 1100 610 2 141 002	\$915.00
746	NPS SUBSIDIARY Total			\$38,809.24
747	O'BANION PAINTING	PAINT AND REPAIR WS	01 2620 431 1 001 009	\$3,150.00
748	O'BANION PAINTING Total			\$3,150.00
749	OHL, CASSIE	STAFF MILEAGE	01 2141 333 1 014 000	\$8.05
750			01 2142 333 1 014 000	\$8.04
751	OHL, CASSIE Total			\$16.09
752	OMAHA WORLD HERALD	ADS	01 2510 540 1 901 000	\$3,075.00
753			01 2510 540 2 901 000	\$3,075.00
754	OMAHA WORLD HERALD Total			\$6,150.00
755	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 1 001 000	\$6.78
756			01 2620 431 2 001 000	\$6.78
757	ONE CALL CONCEPTS, INC Total			\$13.56
758	OVERHEAD DOOR COMPANY	SUPPLIES	01 2620 610 1 001 000	\$691.45
759			01 2620 610 2 001 000	\$691.45
760	OVERHEAD DOOR COMPANY Total			\$1,382.90
761	PALLAS, MEGAN	STAFF MILEAGE	01 1200 333 1 004 000	\$8.89
762	PALLAS, MEGAN Total			\$8.89
763	PANTOJA, LORENA	STAFF MILEAGE	01 1150 333 1 004 000	\$48.55
764			01 1150 333 2 004 000	\$48.54
765			01 1200 333 1 004 000	\$81.40
766			01 1200 333 2 004 000	\$81.39
767	PANTOJA, LORENA Total			\$259.88
768	PAPER101	COLORED PAPER	01 1100 610 0 001 000	\$2,906.35
769	PAPER101 Total			\$2,906.35
770	PENA, CORLISS	NURSE MILEAGE	01 2130 333 1 004 000	\$65.87
771	PENA, CORLISS Total			\$65.87
772	PENA, MARISELA	PARENT MILEAGE	01 2712 332 1 004 000	\$118.76
773	PENA, MARISELA Total			\$118.76
774	PERMA BOUND	BOOKS & PERIODICALS	01 2220 640 1 423 014	\$196.27
775			01 2220 640 2 106 002	\$958.54

776	PERMA BOUND Total			\$1,154.81
777	PERRIN, KARI	PARENT MILEAGE	01 2713 332 1 004 021	\$50.54
778	PERRIN, KARI Total			\$50.54
779	PETERSON, DAVE	WRESTLING, 2 TRIPS FOR TRACK	01 2190 580 2 001 000	\$35.70
780	PETERSON, DAVE Total			\$35.70
781	PETTY, LEAH	ACTIVITY WORKER	01 2190 120 2 001 000	\$22.50
782	PETTY, LEAH Total			\$22.50
783	PICKINPAUGH, MONICA	STAFF MILEAGE	01 1190 333 1 163 021	\$48.61
784	PICKINPAUGH, MONICA Total			\$48.61
785	POLLARD PUMPING	JET LINE	01 2620 431 1 001 000	\$110.00
786			01 2620 431 2 001 000	\$110.00
787			01 2620 431 2 001 001	\$520.00
788		JET LINE ADMIN BUILDING	01 2620 431 1 001 000	\$110.00
789			01 2620 431 2 001 000	\$110.00
790		PUMP AND JET OUTSIDE	01 2620 431 2 001 001	\$520.00
791	POLLARD PUMPING Total			\$1,480.00
792	PORTER, STEVE	ACTIVITY WORKER	01 2190 120 2 001 000	\$318.75
793	PORTER, STEVE Total			\$318.75
794	POWERSCHOOL GROUP LLC	PERFORM & RECORDS	01 2210 340 1 901 000	\$14,644.51
795			01 2210 340 2 901 000	\$14,644.51
796	POWERSCHOOL GROUP LLC Total			\$29,289.02
797	PRESENCE LEARNING, INC	CONTRACTED SCHOOL PSYCHOLGIST	01 1100 340 2 991 001	\$12,198.00
798	PRESENCE LEARNING, INC Total			\$12,198.00
799	PRIME SANITATION SERVICE	MAY 2022	01 2610 420 1 001 000	\$2,047.50
800			01 2610 420 2 001 000	\$2,047.50
801	PRIME SANITATION SERVICE Total			\$4,095.00
802	PRO TRACK AND TENNIS, INC	COLOR COAT 6 COURTS DOWN	01 2620 431 2 001 001	\$17,325.00
803	PRO TRACK AND TENNIS, INC Total			\$17,325.00
804	PRO-ED	EVALUATIONS	01 1291 610 1 004 021	\$216.70
805			01 1292 610 1 004 021	\$216.70
806	PRO-ED Total			\$433.40
807	PUNCH HENN LLC	WORK STATION	01 6700 610 2 028 001	\$2,500.22
808	PUNCH HENN LLC Total			\$2,500.22
809	PUTTERS JEWELRY	ACADEMIC AWARDS	01 1100 610 2 141 002	\$97.75

810	PUTTERS JEWELRY Total			\$97.75
811	QUILL CORPORATION	DESK	01 2410 610 2 209 001	\$1,719.94
812		DESK/CHAIR	01 2410 610 2 209 001	-\$860.11
813		DESK/CHAIR/WHITEBOARD	01 2410 610 2 209 001	\$1,165.30
814		GREEN PAPER	01 1100 610 0 001 000	\$304.57
815		MENTOR BINDER SUPPLIES	01 2410 610 2 209 001	\$93.92
816		OFFICE SUPPLIES	01 1100 610 1 430 014	\$216.79
817			01 2410 610 2 209 001	\$18.79
818			01 2510 610 1 001 000	\$83.11
819			01 2510 610 2 001 000	\$83.10
820		OFFICE SUPPLIES	01 2410 610 2 209 001	\$215.59
821		REPLACEMENT DESK	01 2410 610 2 209 001	\$860.11
822	QUILL CORPORATION Total			\$3,901.11
823	RAMIREZ, SILVIA	PARENT MILEAGE	01 2713 332 1 004 021	\$65.52
824	RAMIREZ, SILVIA Total			\$65.52
825	RASMUSSEN MECHANICAL	10 ZONE AHU NO COOL	01 2620 431 2 001 001	\$508.79
826		PREVENTITIVE MAINTENANCE	01 2620 431 1 001 000	\$11,818.96
827			01 2620 431 2 001 000	\$11,818.96
828		REPAIR TO LEAK ON A/B UNIT	01 2620 431 2 001 001	\$851.12
829		REPAIRING LEAKS	01 2620 431 2 001 001	\$3,902.48
830		REPLACE FAN MOTOR	01 2620 431 2 001 002	\$793.75
831		REPLACED AIR COMPRESSOR HEAD	01 2620 431 2 001 001	\$2,122.00
832		REPLACED HOT DECK CONTROLLER	01 2620 431 2 001 002	\$1,418.34
833	RASMUSSEN MECHANICAL Total			\$33,234.40
834	READING WAREHOUSE, THE	BOOKS & PERIODICALS	01 2220 640 1 423 014	\$924.64
835	READING WAREHOUSE, THE Total			\$924.64
836	REHAN, LACYNDA	STAFF MILEAGE	01 1190 333 1 163 021	\$57.68
837	REHAN, LACYNDA Total			\$57.68
838	REMIREZ, CITALI	STAFF MILEAGE	01 1190 333 1 163 021	\$34.05
839	REMIREZ, CITALI Total			\$34.05
840	RENAISSANCE LEARNING, INC	STAR READING AND AR RENEWAL	01 6969 643 1 028 000	\$2,727.13
841	RENAISSANCE LEARNING, INC Total			\$2,727.13
842	ROBINSON, BILL	STAFF MILEAGE	01 2510 333 1 001 000	\$77.40
843			01 2510 333 2 001 000	\$77.39

844	ROBINSON, BILL Total			\$154.79
845	SAFESIDE SHREDDING	RECYCLING/SHREDDING	01 1100 340 1 104 010	\$40.00
846		SHREDDING	01 1100 340 1 430 014	\$40.00
847			01 1100 610 1 201 003	\$40.00
848			01 1100 610 1 705 008	\$40.00
849	SAFESIDE SHREDDING Total			\$160.00
850	SCHILLING, DIANE	SCHOOL NURSE MILEAGE	01 2130 333 1 004 000	\$65.11
851	SCHILLING, DIANE Total			\$65.11
852	SCHOENHERR, BETH	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$21.53
853	SCHOENHERR, BETH Total			\$21.53
854	SCHOLASTIC, INC.	PROGRAM ACTIVITY SUPPLIES	01 3541 610 1 004 000	\$243.50
855	SCHOLASTIC, INC. Total			\$243.50
856	SCHOOL DATEBOOKS	PLANNERS	01 1100 610 1 104 010	\$406.14
857	SCHOOL DATEBOOKS Total			\$406.14
858	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 1 004 000	\$183.01
859			01 2130 610 2 004 000	\$183.01
860			01 2131 610 1 004 000	\$64.59
861	SCHOOL HEALTH CORPORATION Total			\$430.61
862	SCHOOL MATE	PLANNERS	01 1100 610 1 904 012	\$187.50
863	SCHOOL MATE Total			\$187.50
864	SCHOOL SPECIALTY, LLC	HEADPHONES	01 1200 610 1 492 014	\$134.80
865		SHARPENER	01 1200 610 1 492 014	\$14.36
866	SCHOOL SPECIALTY, LLC Total			\$149.16
867	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 1 001 000	\$277.44
868	SCHUMACHER, EMILY Total			\$277.44
869	SCHUURMANS, ERIN	ACTIVITY WORKER	01 2190 120 2 001 000	\$228.75
870	SCHUURMANS, ERIN Total			\$228.75
871	SCHUURMANS, GARY	ACTIVITY WORKER	01 2190 120 2 001 000	\$951.25
872	SCHUURMANS, GARY Total			\$951.25
873	SEESAW	SEESAW FOR SCHOOLS 6/1/22-	01 1100 610 1 802 009	\$1,350.00
874	SEESAW Total			\$1,350.00
875	SERVICEMASTER OF NORFOLK	APRIL CUSTODIAL/CLEANING	01 2610 420 1 001 000	\$1,748.50
876			01 2610 420 1 001 005	\$2,753.00
877			01 2610 420 1 001 008	\$3,304.00

878			01 2610 420 1 001 010	\$6,608.00
879			01 2610 420 1 001 012	\$4,405.00
880			01 2610 420 1 001 021	\$6,608.00
881			01 2610 420 2 001 000	\$1,748.50
882	SERVICEMASTER OF NORFOLK Total			\$27,175.00
883	SHIVELY, BRUCE	ACTIVITY WORKER	01 2190 120 2 001 000	\$86.25
884	SHIVELY, BRUCE Total			\$86.25
885	SKIFF, RONALD	ACTIVITY WORKER	01 2190 120 2 001 000	\$33.75
886	SKIFF, RONALD Total			\$33.75
887	SOCIAL THINKING	CLASSROOM SUPPLIES	01 1200 610 2 258 001	\$122.83
888	SOCIAL THINKING Total			\$122.83
889	SOFTWARE UNLIMITED	MODULE TRAINING	01 2510 330 1 001 000	\$75.00
890			01 2510 330 2 001 000	\$75.00
891			01 2510 350 1 001 000	\$82.50
892			01 2510 350 2 001 000	\$82.50
893	SOFTWARE UNLIMITED Total			\$315.00
894	STANLEY PETROLEUM	REPLACED NOZZLE ON PUMP	01 2620 431 2 001 001	\$174.13
895	STANLEY PETROLEUM Total			\$174.13
896	STEFFEN, JEFFREY	ACTIVITY WORKER	01 2190 120 2 001 000	\$33.75
897	STEFFEN, JEFFREY Total			\$33.75
898	SUCCESS BY DESIGN, INC	DAILY PLANNERS	01 1100 610 1 802 009	\$429.46
899	SUCCESS BY DESIGN, INC Total			\$429.46
900	SYMMETRY ENERGY SOLUTIONS	NATURAL GAS APRIL22	01 2610 621 1 001 000	\$1,096.38
901			01 2610 621 1 001 003	\$292.58
902			01 2610 621 1 001 004	\$673.82
903			01 2610 621 1 001 005	\$1,119.19
904			01 2610 621 1 001 008	\$3,471.67
905			01 2610 621 1 001 009	\$1,165.99
906			01 2610 621 1 001 010	\$893.03
907			01 2610 621 1 001 012	\$1,414.94
908			01 2610 621 1 001 014	\$1,222.02
909			01 2610 621 1 001 021	\$2,828.03
910			01 2610 621 2 001 000	\$1,096.38
911			01 2610 621 2 001 001	\$3,096.21

912		01 2610 621 2 001 002	\$6,312.54	
913	NATURAL GAS CREDIT FROM 2020	01 2610 621 1 001 000	-\$614.14	
914		01 2610 621 2 001 000	-\$614.13	
915	NATURAL GAS MAR-22	01 2610 621 1 001 000	\$1,321.87	
916		01 2610 621 1 001 003	\$461.04	
917		01 2610 621 1 001 004	\$926.68	
918		01 2610 621 1 001 005	\$1,331.74	
919		01 2610 621 1 001 008	\$3,643.77	
920		01 2610 621 1 001 009	\$1,614.24	
921		01 2610 621 1 001 010	\$1,397.26	
922		01 2610 621 1 001 012	\$1,416.65	
923		01 2610 621 1 001 014	\$1,593.44	
924		01 2610 621 1 001 021	\$3,814.59	
925		01 2610 621 2 001 000	\$1,321.87	
926		01 2610 621 2 001 001	\$3,599.98	
927		01 2610 621 2 001 002	\$7,388.29	
928	SYMMETRY ENERGY SOLUTIONS Total		\$53,285.93	
929	SYNCB/AMAZON	BOOKS & PERIODICALS	01 6969 640 1 028 000	\$188.86
930		CLASSROOM SUPPLIES	01 1100 610 2 206 001	\$28.28
931		ELL CURRICULUM	01 6925 640 1 004 000	\$773.25
932			01 6925 640 2 004 000	\$773.25
933			01 6926 640 1 004 000	\$595.73
934			01 6926 640 2 004 000	\$595.70
935		FRACTION SUPPLIES	01 1200 610 1 004 000	\$30.22
936		GENERAL SUPPLIES	01 1100 610 1 801 009	\$41.64
937			01 1200 610 1 853 009	\$6.97
938			01 2151 610 1 854 009	\$77.49
939		LADDER	01 2620 610 1 001 009	\$89.99
940		OFFICE CHAIR	01 1150 610 1 856 009	\$259.98
941		PEN HOLDER	01 2320 610 1 033 000	\$7.49
942			01 2320 610 2 033 000	\$7.49
943		PRESENTATION CLICKER	01 2320 610 1 033 000	\$9.99
944			01 2320 610 2 033 000	\$9.99
945		SNAP CIRCUITS	01 6700 610 2 028 002	\$209.90

946		SPRINKLER TIMER	01 2630 610 1 001 014	\$388.00
947		STUDENT INCENTIVES	01 1200 610 2 290 001	\$233.93
948		TECH TABLES	01 2410 610 2 209 001	\$52.48
949	SYNCB/AMAZON Total			\$4,380.63
950	TEACHER INNOVATIONS, INC	PLANBOOK SUBSCRIPTIONS	01 1100 610 1 602 005	\$36.00
951	TEACHER INNOVATIONS, INC Total			\$36.00
952	THOMPSON, JAMI JO	DOCUMENT JOURNALS	01 2320 610 1 033 000	\$10.49
953			01 2320 610 2 033 000	\$10.49
954	THOMPSON, JAMI JO Total			\$20.98
955	THYSSENKRUPP ELEVATOR	ELEVATOR MAINTENANCE CONTRACT	01 2620 431 1 001 000	\$107.90
956			01 2620 431 1 001 005	\$215.74
957			01 2620 431 1 001 014	\$215.74
958			01 2620 431 2 001 000	\$107.89
959			01 2620 431 2 001 001	\$215.74
960			01 2620 431 2 001 002	\$215.74
961	THYSSENKRUPP ELEVATOR Total			\$1,078.75
962	TIME MANAGEMENT SYSTEMS	SUPPORT SERVICE FOR TIMECLOCK	01 2510 340 1 001 000	\$472.88
963			01 2510 340 2 001 000	\$472.87
964	TIME MANAGEMENT SYSTEMS Total			\$945.75
965	TODD, HEATHER	STAFF MILEAGE	01 1190 333 1 163 021	\$43.76
966	TODD, HEATHER Total			\$43.76
967	TOPP, REBECCA	STAFF MILEAGE	01 1200 333 1 004 000	\$51.78
968			01 1200 333 2 004 000	\$51.77
969	TOPP, REBECCA Total			\$103.55
970	UHOP ENTERTAINMENT	BOUNCE HOUSE	01 3541 610 1 004 000	\$250.00
971	UHOP ENTERTAINMENT Total			\$250.00
972	UNIVERSITY OF NEBRASKA	CATERPILLAR TO BUTTERFLY UNIT	01 1100 610 1 909 012	\$20.00
973			01 1100 610 1 913 012	\$20.00
974		EMBRYOLOGY UNIT 2022	01 1100 610 1 219 003	\$45.00
975	UNIVERSITY OF NEBRASKA Total			\$85.00
976	VERIZON WIRELESS	PHONE UPGRADES SIXPENCE	01 3541 610 1 004 000	\$1,049.97
977	VERIZON WIRELESS Total			\$1,049.97
978	VIERGUTZ, AUSTIN	ACTIVITY WORKER	01 2190 120 2 001 000	\$101.25
979	VIERGUTZ, AUSTIN Total			\$101.25

980	VOLKMAN PLUMBING HEATING	ADMIN BUILDING DUCTLESS SPLIT	01 2620 431 1 001 000	\$4,910.50
981			01 2620 431 2 001 000	\$4,910.50
982	VOLKMAN PLUMBING HEATING Total			\$9,821.00
983	VOYAGER SORIS LEARNING	BOOKS & PERIODICALS	01 1200 640 1 004 014	\$506.00
984	VOYAGER SORIS LEARNING Total			\$506.00
985	WATSON, LuANN	STAFF MILEAGE	01 2151 333 1 004 000	\$39.20
986	WATSON, LuANN Total			\$39.20
987	WEGHER, ELLE	STAFF MILEAGE	01 2151 333 1 004 000	\$48.91
988	WEGHER, ELLE Total			\$48.91
989	WEST MUSIC COMPANY	CLASSROOM SUPPLIES	01 1100 610 2 117 002	\$21.28
990	WEST MUSIC COMPANY Total			\$21.28
991	WILLIAM V. MACGILL	GENERAL SUPPLIES	01 1100 610 2 147 002	\$314.74
992		NURSES SUPPLIES	01 2130 610 1 004 000	\$1,307.42
993			01 2131 610 1 004 000	\$1,307.42
994	WILLIAM V. MACGILL Total			\$2,929.58
995	WINNERS CIRCLE	ALL A'S PLAQUES	01 1100 610 2 209 001	\$114.92
996		PLAQUE-AWARD FOR EXCELLENCE	01 2310 610 1 001 000	\$27.75
997			01 2310 610 2 001 000	\$27.75
998	WINNERS CIRCLE Total			\$170.42
999	ZANER-BLOSER	MATH MATERIALS	01 6969 610 1 028 000	\$11,314.20
1000	ZANER-BLOSER Total			\$11,314.20
1001	ZEMAN, NICOLE	PARENT MILEAGE	01 2712 332 1 004 000	\$54.41
1002	ZEMAN, NICOLE Total			\$54.41
1003	ZEPTIVE, INC	SOFTWARE LICENSING	01 2230 350 1 005 014	\$270.00
1004			01 2230 350 2 005 002	\$270.00
1005		VAPE DETECTORS/WIRE CAGES	01 2230 650 1 005 014	\$9,310.00
1006			01 2230 650 2 005 002	\$9,310.00
1007	ZEPTIVE, INC Total			\$19,160.00
1008	ZONE, THE	MAY PAYROLL M. FREUDENBURG	01 6968 340 2 001 002	\$262.00
1009	ZONE, THE Total			\$262.00
1010	Grand Total			\$1,124,709.38
1011				
1012				
1013	<u>NUTRITION FUND</u>			

1014	AYALA DUARTE, MARICELA	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$17.45
1015	AYALA DUARTE, MARICELA Total			\$17.45
1016	BAKER, VICTORIA	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$10.15
1017	BAKER, VICTORIA Total			\$10.15
1018	BELTZ, JAIME	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$6.35
1019	BELTZ, JAIME Total			\$6.35
1020	BENDER, DENISE	GRADUATING SENIOR LUNCH ACCT	02 3100 890 0 001 000	\$81.85
1021	BENDER, DENISE Total			\$81.85
1022	BOSH, STEPHANIE	LUNCH ACCT REFUNDS	02 3100 890 0 001 000	\$36.85
1023	BOSH, STEPHANIE Total			\$36.85
1024	CARTER, AMY	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$30.55
1025	CARTER, AMY Total			\$30.55
1026	CARTER, MEAGAN	MOVING FROM DISTRICT LUNCH	02 3100 890 0 001 000	\$101.80
1027	CARTER, MEAGAN Total			\$101.80
1028	CLYDE, RITA	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$12.15
1029	CLYDE, RITA Total			\$12.15
1030	COLER, MELISSA	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$115.25
1031	COLER, MELISSA Total			\$115.25
1032	EH, HTOO	PARENT ASKED FOR REFUND OF	02 3100 890 0 001 000	\$21.25
1033	EH, HTOO Total			\$21.25
1034	HOBART SALES & SERVICE	REPAIR TO DISHWASHER	02 3100 340 1 001 014	\$898.46
1035		WORK ON DISHWASHING MACHINE	02 3100 340 1 001 014	\$543.41
1036	HOBART SALES & SERVICE Total			\$1,441.87
1037	HOFFMAN, NICK	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$17.55
1038	HOFFMAN, NICK Total			\$17.55
1039	HUFF CONSTRUCTION INC.	BA ADDITION/RENOVATION	02 3100 340 1 001 010	\$77,511.70
1040	HUFF CONSTRUCTION INC. Total			\$77,511.70
1041	KIICHLER, LINDA	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$65.45
1042	KIICHLER, LINDA Total			\$65.45
1043	LUNCHTIME SOLUTIONS, INC.	FRUIT/VEGETABLES MAY22	02 3100 340 1 001 000	\$332.35
1044			02 3100 340 2 001 000	\$332.35
1045		FRUIT/VEGGIES APRIL 2022	02 3100 340 1 001 000	\$587.65
1046			02 3100 340 2 001 000	\$587.65
1047		LUNCH SUMMER FEEDING	02 3100 340 1 001 000	\$245.32

1048			02 3100 340 2 001 000	\$245.32
1049		MAY 2022 MEALS	02 3100 340 1 001 000	\$97,726.28
1050			02 3100 340 2 001 000	\$97,726.28
1051		SMALLWARES	02 3100 610 2 001 001	\$270.65
1052	LUNCHTIME SOLUTIONS, INC. Total			\$198,053.85
1053	MID-STATES SCHOOL EQUIP CO	LUNCHROOM TABLES	02 3100 733 2 001 001	\$12,554.50
1054	MID-STATES SCHOOL EQUIP CO Total			\$12,554.50
1055	MILLER, THERESA	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$61.00
1056	MILLER, THERESA Total			\$61.00
1057	MODEL ELECTRIC INC	KITCHEN PANEL TRIPPING	02 3100 340 1 001 014	\$63.00
1058	MODEL ELECTRIC INC Total			\$63.00
1059	NORFOLK SENIOR HIGH SCHOOL	PAYMENT FOR ANOTHER FEE-SH	02 3100 890 0 001 000	\$35.00
1060	NORFOLK SENIOR HIGH SCHOOL Total			\$35.00
1061	NPS SUBSIDIARY	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$7.60
1062	NPS SUBSIDIARY Total			\$7.60
1063	RASMUSSEN MECHANICAL	DEPOSIT INVOICE FOR LLP	02 3100 340 1 001 021	\$1,784.00
1064	RASMUSSEN MECHANICAL Total			\$1,784.00
1065	SCHOMMER, MICHELLE	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$11.45
1066	SCHOMMER, MICHELLE Total			\$11.45
1067	SUKUP, ANDREW	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$9.65
1068	SUKUP, ANDREW Total			\$9.65
1069	TRUEX, JESSICA	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$22.85
1070	TRUEX, JESSICA Total			\$22.85
1071	WADDINGTON, JOEL	LUNCH ACCT REFUND-SENIOR	02 3100 890 0 001 000	\$12.75
1072	WADDINGTON, JOEL Total			\$12.75
1073	WARD, PAMELA	PARENT ASKED FOR REFUND-MOVING	02 3100 890 0 001 000	\$23.34
1074	WARD, PAMELA Total			\$23.34
1075	Grand Total			\$292,109.21
1076				
1077				
1078	COOPERATIVE FUND			
1079	ANDRESS, ABBEY	COACHING BATTLE OF THE BOOKS	04 1200 340 2 004 000	\$225.00
1080		TEEN NIGHT DEAF MENTOR	04 1200 340 2 004 000	\$600.00
1081	ANDRESS, ABBEY Total			\$825.00

1082	ARTEAGA, CANDICE	NERP DANCE/TRANSITION STAFF	04 1200 340 2 004 000	\$40.00
1083		TRAVEL CAMP SOLARIS	04 1200 580 2 004 000	\$47.97
1084	ARTEAGA, CANDICE Total			\$87.97
1085	BLANK, KAREN	NERP ACTIVITY TRAVEL	04 1200 580 1 004 000	\$58.50
1086			04 1200 580 2 004 000	\$58.50
1087	BLANK, KAREN Total			\$117.00
1088	BRAKENHOFF, KELLY	SPRING FAMILY FUN PRESENTER	04 1200 340 1 004 000	\$75.00
1089			04 1200 340 2 004 000	\$75.00
1090			04 1200 580 1 004 000	\$71.37
1091			04 1200 580 2 004 000	\$71.37
1092	BRAKENHOFF, KELLY Total			\$292.74
1093	BRUMMER, MIKE	SPRING FAMILY FUN PRESENTER	04 1200 340 1 004 000	\$60.00
1094			04 1200 340 2 004 000	\$60.00
1095	BRUMMER, MIKE Total			\$120.00
1096	CARD SERVICES	BATTLE OF THE BOOKS HOTEL #26	04 1200 580 1 004 000	\$288.00
1097			04 1200 580 2 004 000	\$288.00
1098		BUILDING WRITERS #26	04 1200 610 1 004 000	\$57.50
1099		DANCE TRANSITION HOTEL #26	04 1200 580 2 004 000	\$192.00
1100		DANCE TRAVEL FUEL #26	04 1200 610 2 004 000	\$72.43
1101		DANCE TRAVEL LUNCH #26	04 1200 580 2 004 000	\$197.25
1102		MAILINGS #26	04 1200 531 1 004 000	\$34.44
1103			04 1200 531 2 004 000	\$34.43
1104		PROFESSIONAL ACADEMY AND	04 1200 643 1 004 000	\$309.50
1105			04 1200 643 2 004 000	\$309.50
1106		SANITIZER SUPPLIES #26	04 1200 610 1 004 000	\$184.15
1107			04 1200 610 2 004 000	\$184.14
1108		SPICE 4 LIFE KITS #26	04 1200 610 1 004 000	\$425.00
1109			04 1200 610 2 004 000	\$425.00
1110		VIRTUAL CONFERENCE #26	04 1200 330 1 004 000	\$357.00
1111			04 1200 330 2 004 000	\$357.00
1112	CARD SERVICES Total			\$3,715.34
1113	CREEK, HILARY	NERP BOTB	04 1200 580 1 004 000	\$149.09
1114	CREEK, HILARY Total			\$149.09
1115	CURREN, DILLON	STAFF NERP DANCE	04 1200 340 2 004 000	\$300.00

1116		TRAVEL CAMP SOLARIS	04 1200 580 2 004 000	\$76.05
1117	CURREN, DILLON Total			\$376.05
1118	ESU #9	NERP EIPA VIDEO CONFERENCES	04 1200 330 1 004 000	\$187.50
1119			04 1200 330 2 004 000	\$187.50
1120	ESU #9 Total			\$375.00
1121	FIRST CHOICE FOOD	MEAL FAMILY FUN NIGHT	04 1200 610 1 004 000	\$383.88
1122			04 1200 610 2 004 000	\$383.87
1123	FIRST CHOICE FOOD Total			\$767.75
1124	GROETKEN, SHELLY	SW TWEEN NIGHT INTERPRETER	04 1200 340 2 004 000	\$200.00
1125	GROETKEN, SHELLY Total			\$200.00
1126	HOFFART, JILL	REIMB FOR PURCHASE OF ASL	04 1200 610 2 004 000	\$899.25
1127	HOFFART, JILL Total			\$899.25
1128	HOLIDAY INN EXPRESS	NERP HOTEL ACCOMODATION	04 1200 580 2 004 000	\$96.00
1129	HOLIDAY INN EXPRESS Total			\$96.00
1130	KLEIN, CARRE	STAFF TRAVEL	04 1200 580 1 004 000	\$794.43
1131			04 1200 580 2 004 000	\$794.43
1132	KLEIN, CARRE Total			\$1,588.86
1133	KOERTJE, DAWN	NERP BOTB	04 1200 580 1 004 000	\$44.53
1134	KOERTJE, DAWN Total			\$44.53
1135	NPS SUBSIDIARY	DANCE TRAVEL SNACKS #26	04 1200 580 2 004 000	\$50.87
1136		HEARING AID KITS #26	04 1200 610 1 004 000	\$637.50
1137			04 1200 610 2 004 000	\$637.50
1138		PORTABLE AMPLIFICATION DEVICES	04 1200 610 1 004 000	\$193.71
1139			04 1200 610 2 004 000	\$193.70
1140		POSTAGE FOR BATTLE OF BOOKS	04 1200 531 1 004 000	\$15.38
1141			04 1200 531 2 004 000	\$15.37
1142		PROFESSIONAL ACADEMY #26	04 1200 643 1 004 000	\$99.50
1143			04 1200 643 2 004 000	\$99.50
1144		READING MILESTONES AND	04 1200 610 1 004 000	\$1,438.05
1145			04 1200 610 2 004 000	\$1,438.05
1146		SIGNING RM ANNUAL SUBSCRIPTION	04 1200 643 1 004 000	\$499.00
1147			04 1200 643 2 004 000	\$499.00
1148		TEACHING SUPPLIES #26	04 1200 610 1 004 000	\$155.00
1149			04 1200 610 2 004 000	\$155.00

1150	NPS SUBSIDIARY Total			\$6,127.13
1151	PETERSEN, ROXANNE	INTERP SPEECH CONTEST	04 1200 340 2 004 000	\$112.50
1152		TRAVEL TO CAMP SOLARIS	04 1200 580 2 004 000	\$31.59
1153	PETERSEN, ROXANNE Total			\$144.09
1154	SINKLER, SHARON	INTERPRETING FOR CAMP SOLARIS	04 1200 340 2 004 000	\$200.00
1155	SINKLER, SHARON Total			\$200.00
1156	SONOVA USA INC	DEAF ED SUPPLIES	04 1200 350 1 004 000	\$945.00
1157			04 1200 350 2 004 000	\$945.00
1158		STUDENT SUPPLIES	04 1200 350 1 004 000	\$375.00
1159			04 1200 350 2 004 000	\$375.00
1160	SONOVA USA INC Total			\$2,640.00
1161	SWANSON, TRACY	NERP DANCE/TRANSITION STAFF	04 1200 340 2 004 000	\$500.00
1162		SW TWEEN NIGHT INTERPRETER	04 1200 340 2 004 000	\$200.00
1163	SWANSON, TRACY Total			\$700.00
1164	TAESE, USU	EIPA EXAMS	04 1200 340 2 004 000	\$700.00
1165	TAESE, USU Total			\$700.00
1166	U. S. CELLULAR	HOT SPOTS	04 1200 610 1 004 000	\$86.98
1167			04 1200 610 2 004 000	\$86.98
1168	U. S. CELLULAR Total			\$173.96
1169	WOITALEWICZ, DAMARA	NERP BOTB	04 1200 580 1 004 000	\$128.61
1170	WOITALEWICZ, DAMARA Total			\$128.61
1171	Grand Total			\$20,468.37
1172				
1173				
1174	DEPRECIATION FUND			
1175	CONCEPTUAL LEARNING	CARDSTOCK	06 2900 610 1 028 005	\$254.00
1176	CONCEPTUAL LEARNING Total			\$254.00
1177	ERLEICHDA LLC	SUPPLIES	06 2900 610 1 028 005	\$835.00
1178	ERLEICHDA LLC Total			\$835.00
1179	ETC MONTESSORI	SUPPLIES	06 2900 610 1 028 005	\$514.67
1180	ETC MONTESSORI Total			\$514.67
1181	MONTESSORI CLASSROOM, THE	SUPPLIES	06 2900 610 1 028 005	\$346.05
1182	MONTESSORI CLASSROOM, THE Total			\$346.05
1183	MONTESSORI MATH CARDS	SUPPLIES	06 2900 610 1 028 005	\$2,139.00

1184	MONTESSORI MATH CARDS Total			\$2,139.00
1185	MONTESSORI RESEARCH	SUPPLIES	06 2900 610 1 028 005	\$1,707.30
1186	MONTESSORI RESEARCH Total			\$1,707.30
1187	Grand Total			\$5,796.02
1188				
1189				
1190	<u>SPECIAL BUILDING FUND</u>			
1191	MID-STATE ENGINEERING	CONCRETE TESTING	08 2620 340 1 001 005	\$334.00
1192	MID-STATE ENGINEERING Total			\$334.00
1193	NEBRASKA PUBLIC POWER	RELOCATION OF ELECTRICAL	08 2515 340 2 001 002	\$19,172.76
1194	NEBRASKA PUBLIC POWER Total			\$19,172.76
1195	OCC BUILDERS, LLC	JH ADDITION/RENOVATION	08 2620 340 2 001 002	\$70,150.00
1196	OCC BUILDERS, LLC Total			\$70,150.00
1197	Grand Total			\$89,656.76
1198				
1199				
1200	<u>QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND</u>			
1201	CANNON MOSS BRYGGER	ADDITION/RENOVATION ARCHITECTS	09 4500 340 1 001 003	\$1,875.00
1202			09 4500 340 1 001 005	\$3,840.00
1203	CANNON MOSS BRYGGER Total			\$5,715.00
1204	OCC BUILDERS, LLC	LINCOLN ADDITION/RENOVATION	09 4500 340 1 001 005	\$30,156.00
1205	OCC BUILDERS, LLC Total			\$30,156.00
1206	Grand Total			\$35,871.00
1207				
1208				
1209	<u>STUDENT FEE FUND</u>			
1210	BARRADAS, ADRIANA	M. SALAS TECH FEE REFUND	17 2190 610 2 672 001	\$35.00
1211	BARRADAS, ADRIANA Total			\$35.00
1212	BAUMGARD, ROBYN	SUMMER SCHOOL REFUND	17 2190 610 0 976 000	\$40.00
1213	BAUMGARD, ROBYN Total			\$40.00
1214	EDWARDS, REBECCA	I.EDWARDS SUMMER SCHOOL REFUND	17 2190 610 0 976 000	\$20.00
1215	EDWARDS, REBECCA Total			\$20.00
1216	KEN'S BAND INSTRUMENT	BARI SAX REPAIRS	17 2190 340 2 028 002	\$66.00
1217		BARITONE REPAIRS	17 2190 340 2 028 002	\$48.00

1218		TROMBONE REPAIR	17 2190 340 2 028 001	\$65.00
1219		TUBA CASE REPAIR	17 2190 340 1 028 014	\$9.50
1220	KEN'S BAND INSTRUMENT Total			\$188.50
1221	NPS SUBSIDIARY	AFTERSHOCK SUPPLIES #21	17 2190 610 2 669 002	\$72.93
1222		AMAZON SUPPLIES/AFTERSHOCK #21	17 2190 610 2 669 002	\$56.94
1223		MENARDS/CLASSROOM SUPPLIES #27	17 2190 610 2 961 001	\$547.90
1224		WALMART SUPPLIES #18	17 2190 610 2 669 002	\$151.10
1225	NPS SUBSIDIARY Total			\$828.87
1226	NPS-FOOD SERVICE	MOVING SUMMER SCHOOL MONEY TO	17 2190 610 0 976 000	\$20.00
1227	NPS-FOOD SERVICE Total			\$20.00
1228	SCHNOOR, SHELLY	SUMMER SCHOOL REFUND	17 2190 610 0 976 000	\$20.00
1229	SCHNOOR, SHELLY Total			\$20.00
1230	SYNCB/AMAZON	CLASSROOM SUPPLIES	17 2190 610 2 961 001	\$126.68
1231	SYNCB/AMAZON Total			\$126.68
1232	Grand Total			\$1,279.05

Norfolk Public Schools
Norfolk Middle School
Norfolk, Nebraska

August 2022

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

Parent/Guardian Signature:

Student Signature:

Date: _____

Norfolk Public Schools
August 2022

Dear Students, Parents, and Guardians:

The Norfolk Public Schools' staff is excited to partner with you throughout the **2022-2023** school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

Norfolk Middle School

Chuck Hughes – Principal

~~Amy Brown~~ Tyler Beranek – Assistant Principal

1221 N. 1st Street
Norfolk, Nebraska 68701

V (402) 644 -2569
F (402) 644 -2576

August 2022

Dear Middle School Students and Parents/Guardians:

I would like to personally welcome you to Norfolk Middle School. Whether you have had children attend the Middle School in the past, or this is your first experience with us, it is my hope that you and your child have a rewarding experience. Our dedicated staff has planned many lessons and activities to make this a phenomenal school year.

In order for this school to provide a safe place for our students to grow, it is essential to create an environment of mutual respect. When students, parents/guardians, and our school staff work together to form a partnership, there is no limit to what our students can accomplish.

I invite you to be active in your child's education. Your participation is essential in order for your child to reach his or her fullest potential. I encourage you to set aside time for homework each night, keep open lines of communication with us, and volunteer your time and services when needs arise. Research shows when parents/guardians are involved in their child's education, there is a greater likelihood of academic success.

The hand book is designed to be a "guideline" of rules and regulations for students, parents, and staff. I look forward to meeting and working with you during this school year. If you have any questions, please call the school office at 644-2569.

My best wishes to all students and parents/guardians for a successful and fulfilling school year.

Sincerely,

Chuck Hughes
Principal

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

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

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Norfolk Middle School Office Staff

402-644-2569

Principal:

Chuck Hughes

chuckhughes@npsne.org

Assistant Principal:

~~Amy Brown~~

~~amybrown@npsne.org~~

Tyler Beranek

tylerberanek@npsne.org

School Resource Officer

Officer Brent Tietz

OfficerBrent@npsne.org

Juvenile Accountability Liaison

Carey Hopkins

careyhopkins@npsne.org

Principal's Secretary:

Tami Tucker

tamitucker@npsne.org

MS Attendance / Discipline Secretary:

Mari Abler

mariabler@npsne.org

Norfolk Middle School Counselor's Office

Counselors:

Sarah Klinetobe

sarahklinetobe@npsne.org

Mariah Bloomquist

mariahbloomquist@npsne.org

Guidance Secretary:

Missy Borgmann

melissaborgmann@npsne.org

~~2021~~ 2022 Parent Calendar

Norfolk Middle School Bell Schedules:

Daily Schedule	
7:45 - 8:18	6th Grade Band
8:00 - 8:18	Homeroom
8:21 - 9:16	Period 1
9:19 - 10:03	Period 2
10:06 - 10:50	Period 3
10:53 - 11:41	Period 4
11:44 - 12:32	Period 5
12:35 - 1:19	Period 6
1:22 - 1:47	WIN Time
1:50 - 2:34	Period 7
2:37 - 3:20	Period 8

2:00 Dismissal Schedule

7:45 – 8:09	6th Grade Band
8:00 - 8:09	Homeroom
8:12 - 8:50	Period 1
8:53 - 9:31	Period 2
9:34 - 10:12	Period 3
10:15 - 10:53	Period 6
10:56 - 11:45	Period 4
11:48 - 12:38	Period 5
12:41 - 1:19	Period 7
1:22 - 2:00	Period 8

Norfolk Middle School Character Education Traits

Norfolk Middle Schools Positive Behavior Interventions and Supports center on teaching our students to be Responsible, Respectful, Resourceful, and Resilient. All our building and classroom expectations will relate back to those 4 main ideas in relation to behavior.

What is TRUST?

Be honest. Don't lie, cheat, or steal Be reliable.

Keep your promises and following through on your commitments Have courage to do what is right, even when it is difficult Be a good friend by showing you are trustworthy

What is RESPECT? Treat people the way you want to be treated

Treat people with politeness, courtesy, and dignity Be sensitive to other people's feelings Do not make fun of other people

What is RESPONSIBILITY?

Do what needs to be done Be reliable and dependable Be accountable for your actions Do not make excuses or blame others Follow through on your commitments Volunteer in your school or community Participate in community service Help take care of the environment

What is FAIRNESS? Treat others the way you want to be treated

Treat people impartially and without prejudice

Consider the feelings of all people who will be affected by your actions Be open-minded and reasonable Play by the rules Don't take advantage of others

What is CARING?

Be sensitive to people's feelings Treat people with kindness and generosity Think about how your actions will affect others Never be mean or hurtful Help people in need Always remember – we become caring people by doing caring things

What is CITIZENSHIP?

Do your part for the common good Do your share to make your school your community, and the world a better place Take responsibility for what goes on around you. Participate in community service Take care of the environment Obey the law

NMS General Student Guidelines:

Following Directions:

- Step 1: Look at the person
- Step 2: Say okay
- Step 3: Do it
- Step 4: Check back

End of the Day Procedures

- Step 1: Proceed immediately to your locker using hallway procedures (see hallway procedures)
- Step 2: Get materials and coats and put in bookbag
- Step 3: Double check that you have all your homework and coats
- Step 4: Proceed directly to designated exit before final bell (5 min.)
- Step 5: Go directly to your car or start walking home
- Step 6: Re-enter only with a teacher or office permission

If waiting for your ride:

- Step 1: Sit on bench; if not enough room, stand.
- Step 2: Keep hands, feet, and objects to yourself
- Step 3: Visit quietly with a neighbor or read
- Step 4: All students still left at 3:40, enter the building and sit quietly in the Commons

Morning Procedures

5th Grade Students

- Step 1: Drop off time is 7:40
- Step 2: Go straight in to the building
- Step 3: Walk quietly to your assigned spot, use the perimeter of gym
- Step 4: Sit with your backs against the wall
- Step 5: Keep hands and feet to yourself
- Step 6: Students may visit quietly until their teacher picks them up

6th Grade Students

- Step 1: Drop off time is 7:40 – band is 7:35
- Step 2: Go straight in to the building
- Step 3: First students through doors, puts out chairs
- Step 4: Walk quietly to your assigned spot
- Step 5: Be seated in a chair (8 people to a table)
- Step 6: Keep hands and feet to yourself
- Step 7: Students may visit quietly until dismissed

Planner Use

- Step 1: Bring Planner to all classes
- Step 2: Fill out assignment completely at the beginning/end of class
- Step 3: Planner check the last class of day
- Step 4: Use as a pass between bathroom, library, nurse, etc. – only 2 per day
*Special passes for lessons (band, choir, and orchestra)
- Step 5: If planner is missing, students are expected to write assignments in a notebook or purchase a new planner from the office

Entering and exiting the lunchroom/activity and lunchroom behavior:

- Step 1: Students will proceed to the lunchroom or activity area using Hallway Procedures
- Step 2: Students in the lunchroom will be seated at their assigned tables unless excused to get in lunch line or dump their tray
- Step 3: Once directed to get in to lunch line, students will proceed to the line and back to their table as directed, and will use an inside voice
- Step 4: Inside voices will be used while seated at lunch
- Step 5: Bathroom privileges are allowed with teacher permission
- Step 6: At the end of the lunch period, students are dismissed by team, and will proceed back to their classrooms using Hallway Procedures. Students may leave when dismissed

Hallway Procedures

Step 1: Stay to right side and appropriate distance from lockers

Step 2: Maintain appropriate voice level

Step 3: Keep hands, feet and objects to self. Respect other peoples' space

Step 4: Walk

Step 5: Take stairs one at a time

Suggested Terminology for Voice Levels

1– None

2– Whisper, one on one

3 - Normal indoor voice

4 - Presentation voice

Speaking Respectfully with Adults

Step 1: Wait for an appropriate time to talk with an adult

Step 2: Look at the adult

Step 3: Address the adult using an appropriate title

Step 4: Remain calm

Step 5: Acknowledge the decision with a “yes” or “I understand” or nod of the head

Norfolk Middle School Policies and Regulations, **Academic Information, and Guidance**

Academic Integrity

In order to learn as much as possible from the daily classroom activities and assignments, Norfolk Middle School students are expected to be honest and truthful in presenting their work. Cheating on assignments or tests or allowing others to copy work is not acceptable. It is considered dishonest to present material on an assignment or test as the product of the student's own work when it is the work of another person or plagiarized from another author. It is not acceptable to use material from a web site, book, periodical or other resource without properly giving credit to the source. Cheating and plagiarism will result in disciplinary action. Teachers will call the student's parents and explain the situation.

Guidance

The guidance department is a valuable resource. Counselors are available to help students who are experiencing academic and/or social problems. The guidance department also helps students make quality decisions about their classes and possible careers. There are two full time counselors at Norfolk Middle School. Students are welcome and encouraged to drop in or make an appointment. The counselors can also be reached by phone at 644-2569.

Report Cards/ Progress Reports

Report cards are issued after each grading period; four times during the academic school year. In addition, progress reports are also issued between each grading period so that parents and students can closely monitor current academic progress. Written progress reports are provided to parents at the end of each quarter of the school year. These reports cover each student's academic, social, and behavioral progress toward meeting district goals.

Academic Performance Levels for Proficiency Grading

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

Academic Performance Level for Alpha Grading

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

Grade Level Promotion Guidelines

School Initiated Request

Students may be required to repeat the same grade level when it has been determined that the student's educational needs are served best by retention and when notification and consultation with parents have been conducted. Parents should be notified in writing on or before April 1 that retention is being considered and one or more conferences held to discuss the conditions considered in retention.

Parent/Guardian Initiated Request

Parents requesting their child to be retained must notify the school principal in writing by April 1.

Decision Process

The decision regarding retention in either a school or parent initiated request for a given grade level will be determined at a conference involving parents, the principal, teacher(s) and/or counselor. If a mutual decision about the question of retention cannot be reached, the principal shall render a decision on or before the last full day of attendance for students in the school year.

Access to Records

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

Notice Concerning Directory Information

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

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

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

Multicultural Policy

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

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

To promote and support multicultural education within the Norfolk Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society. (Policy 6310)

Special Education

What is “special education?” Special education refers to “specially designed instruction or support for students with verified disabilities.”

Which persons are entitled to a special education? School districts in Nebraska provide an education for individuals with disabilities from birth through 21, or program completion.

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

How does a child qualify for a special education program?

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

provided to separate specialized programs. This placement is determined by the IEP team of which parents are an integral part, and is based upon a student's learning needs. Written parental permission is needed for initial placement into special education programming.

STAFF QUALIFICATIONS (NOTICE CONCERNING):

The Every Child Succeeds Act gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Norfolk Public Schools will give parents the following information about their child's classroom teacher:

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Norfolk Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

Make-up Work

All missed assignments due to absences must be turned in promptly. Students will receive two days for every one day missed to complete the assignment. For example, if a student were to be absent two days, he/she would have four days to complete the assignments. If a student fails to have the work completed by the appropriate time, he/she may be assigned a study session with the teacher before or after school to finish the assignments. Teachers may also give alternate assignments that meet the objectives of the original lesson at their discretion. Students who miss several consecutive days of school due to illness, family, or emergency situations should contact the guidance office directly to develop a plan of action to complete missed work.

Pre-arranged Absences

Students who know they are going to be absent from school should obtain an Excused Absence Form from the attendance office and have each of their teachers provide the assignments for days to be missed. On most occasions, teachers will request that students make up their assignments prior to a scheduled absence. In all situations, responsibility for obtaining and completing make-up work rests with the student.

Extra - Curricular Activity Participation

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

Activity Involvement / Disciplinary Actions

Students who are serving out of school suspensions will not be eligible to participate in any school-sponsored games, activities, or performances during the term of their suspension. For example, a student who is serving a three-day out of school suspension Monday through Wednesday would not be eligible to participate in a performance until Thursday. Similarly, a student serving a suspension in which a weekend falls would not be eligible until the day after the final day of the suspension. Example: a student serving a three day out-of school suspension Friday through Tuesday would not be eligible to participate in performances until Wednesday of the following week. Students may practice while serving in-school suspensions and may be subject to additional consequences determined by the activities sponsor or coach. Students who are serving out of school suspensions may not be on school property or attend any school sponsored activity during the term of their suspensions.

School Activities / Absences

Students who will be absent from school for school-sponsored activities will not have those absences count against their absence total. It is each student's responsibility to inform the attendance secretary and their teacher about the forthcoming absence and to make advance arrangements for completing assigned work. Students absent for school activities are not to fill out a "planned absent sheet".

Transportation Guidelines

Norfolk Public Schools will provide transportation for all students involved in activities which require transportation. Students are required to travel together as a group both to and from the activity. This provides a safe and secure process for all students. (Board Policy 5506). In rare situations, a parent/guardian may request to take their child either to or from the scheduled activity. In this case, children can only be released to the parent after the parent initiates a face to face interaction with the sponsor. Parents should give the sponsor at least 24 hours notice of alternate travel plans. The sponsor will seek administrative approval before granting this request.

ATTENDANCE/ TARDIES

I. Attendance and Tardy Policies

Nebraska State Statute (79-201) requires that all students between the ages of 6-18 attend school. School personnel are charged with the responsibility of investigating and reporting violations of the state's compulsory attendance law to their respective county attorneys.

- **Attendance:** Punctual and regular attendance is an extremely important part of your daily school record. All students are required to attend school daily. State law allows a maximum of twenty days per school year. Absences are excused only when the parents have contacted the school within 24 hours of the absence. All absences (excused or unexcused) shall count towards the twenty-day limit, except for school activity absences and suspensions. Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10th and 15th absence a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office.
- **Tardies to first period:** Students will receive three "free" tardies (no penalty) to first period. Upon the accumulation of the fourth tardy (and any following), a detention will be assigned. Tardies more than 25 minutes in length will be classified as absences and consequences may be assigned according to the Code of Conduct.

- **Tardies to class:** Students must be in their assigned classroom or assigned seat before the tardy bell rings as dictated by each teacher's classroom rules. Failure to meet teacher expectations will result in an unexcused tardy and the student may be assigned a detention by the teacher. Teachers will inform the student he/she has been counted tardy and then give the student a detention. Teachers will attempt to make contact with parents (via phone or e-mail) to inform them of the tardy. Students that skip detentions will have the detention time doubled. Failure to serve these "doubled" detentions will result in additional office consequences according to the Code of Conduct. Students will not be counted tardy if they come to class with a pass from the office, guidance office, or from another teacher. Teachers should not detain students unless absolutely necessary. Any teacher detaining a student between classes must write a pass to excuse the tardy.

Procedure for Reporting Absences

Parents should call the school office 644-2569 Ext 1 before 10:00 a.m. on the day of the absence. Students will be considered truant if their absence is not reported to the office within 24 hours. Please refer to the Norfolk Middle School Code of Conduct for more information on disciplinary actions for truancy. When contacting school officials, please give the following information:

- name of student
- grade level of the student
- reason for the absence
- name, phone number, and relationship (to the student) of person making the call.

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

Excessive Absences

Parents will be notified by mail when their student has 5, 10, 15, and 20 absences from any class during the year. On the 10th and 15th absence, a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office. It shall be the procedure of the principal to report to the Director of Student Services and to parent/guardians, any student enrolled in the district for excessive absenteeism on the part of such student. The term "excessive absenteeism," as used herein, shall mean verified and unexcused

absences exceeding 11 days per semester or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per school year or the hourly equivalent. The building principal shall investigate factors involved in any case of excessive absenteeism. In the event that the building principal determines that such absences are not justified, he/she may determine such student to be truant. All required procedures of the Norfolk Public School Truancy Policy should then be followed. This may be true even if some or all of the student's absences have been excused by the student's parents/guardians, and the building principal determines such excessive absences are detrimental to the child's educational performance.

Norfolk Public School's District Truancy Policy

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

Withdrawals

A student who is withdrawing from Norfolk Middle School should notify the guidance office at least one week before leaving so that teachers may be informed and special arrangements can be made in regard to previous assignments and tests. A day or two before the student actually leaves; he/she will be given a withdrawal slip, which is to be initialed, by all the student's teachers and the media specialist. This form is to be turned into the office **before** leaving school the last day. Everything on this form must be cleared properly and fines paid before the student will be considered released from the school.

General School Policies and Guidelines

Accidents and Injuries

Only first-aid will be provided for accidents and injuries; any further treatment is the responsibility of the student's parents. Accidents should be reported to the nurse or school secretary immediately. An accident report will be completed by the supervising staff member. The injured student's parents and principal will be notified of all accidents and injuries, when the situation warrants. Injured students will be transported home by their parents. In cases where the parents cannot be reached, the persons listed on the emergency record will be called.

Attend / Monitor Courses/ Parents

It shall also be the policy of the district to permit a parent to attend or monitor courses, assemblies, counseling sessions and other instructional activities when a reasonable advance request is made. The request could be denied if a parent's attendance would substantially interfere with a legitimate school interest.

Battery Operated/ Electronic Devices

Battery-operated and electronic devices such as, but not limited to, radios, CD players, MP3's, cellular phones, laser pens, or electronic games are not to be used during the school day and should not be brought to school. Restricted items need to be placed in secured lockers during the school day. **Norfolk Middle School is not responsible for lost or stolen items.** Items that are being used inappropriately during the school day will be confiscated and may be turned over to administration. Cameras may not be used during the school day without permission from the principal or a teacher. Prohibited items will be confiscated unless they are being used for school purposes and may be returned to parents or students at the school's discretion. Cellular phones needed for communication with parents should be turned off during the school day. Parents needing to get in touch with students during the school day should call the main office.

Bikes/ Skateboards/ Rollerblades

Bicycles must be parked in the racks provided. There is at least one rack on both sides of the building. To prevent theft, bicycles should be securely padlocked. Norfolk Middle School is not responsible for lost or stolen bicycles. Skateboards & roller blades should be kept home. **Skateboards & roller blades are not to be used on school property or the adjoining YMCA property (i.e. benches, ramps, rails, etc.)**

even after school hours. Students not complying with this directive may be ticketed by the Norfolk Police Department. Skateboards & roller blades that are used on school property may be confiscated. Students will have to notify parents to retrieve the confiscated items.

Birth Certificate

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

Book bags/ Backpacks/ Duffel Bags

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

Breakfast Program

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

Bus Conduct

Riding school buses will be considered an extension of the school day; therefore, the following rules and regulations must be observed. Bus transportation is a privilege and student usage may be restricted for violations of bus regulations. The safety of students on the buses is a top priority and students who create unsafe conditions through their behavior or words will be disciplined accordingly. Misbehavior by students who choose to break these rules may be assigned consequences such as detentions, short/long term suspensions, and/or removal from the bus completely. Students unable to ride the bus due to disciplinary action must make alternate ride arrangements.

Expectations for students riding school buses:

- Sit quietly and refrain from rowdy conduct.
- Be completely quiet when the bus is near a railroad crossing.
- Observe the same conduct as in the classroom and follow all school rules.
- Be courteous.
- Immediately comply with driver's directions.
- Profane language is not permitted.

- Eating or drinking while on the bus is at each driver's discretion.
- Keep the bus clean.
- Obey the bus driver.
- Absolutely no tobacco products or alcohol will be allowed.
- Respect others.
- Respect school property.
- Stay in your seat at all times.
- Keep head, hands, and feet inside the bus at all times.
- The bus driver is authorized to assign seats.
- Have proper respect for homeowner's property while waiting for the school bus.
- Students may ride only their designated bus unless prior written permission has been received from the principal.
- Non bus students may only ride the bus with a parent note and the principal's signature.

Continuum of Consequences for Inappropriate Bus Behavior:

These consequences are general guidelines and may be adjusted due to the duration, severity, and intensity of the situation.

1st Intervention: --Warning / Student conference with administration/ parent phone call / possible detention. Driver may assign student to different seat.

2nd Intervention: – Parent phone call / possible removal of bus privileges for the next day and/or up to 7 school days. Possible detention/ ISS (1 -3 days) / Bus letter sent home. Assigned seating on the bus for rest of quarter.

3rd Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for 7 school days up to 30 school days. Possible ISS (3-5 days). Written plan for improvement will be developed and implemented. Bus letter sent home. Assigned seating on the bus for rest of the semester.

4th Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for up to 60 school days. Possible OSS (1-3 days). Written plan for improvement will be developed and implemented.

5th Intervention: Parent meeting with administration. Possible OSS (3-5 days). Removal of bus privileges for rest of school year.

These consequences are cumulative for the academic school year.

Cancellation of School

In cases of extreme weather, the superintendent is authorized by the Norfolk Board of Education to close schools. School closing information is broadcast on local radio or via phone message. In case of inclement weather, any parent or guardian may personally determine not to let his or her child come to school. Children who are absent in inclement weather when school is being held will be marked absent and treated the same as any other excused absence when proper parental notice has been received by the school's attendance office.

Cell Phones/Smart Watches/Communication Devices

Cell phones/**Smart Watches/Communication Devices** are an increasingly complex issue for schools. Due to the ever expanding capabilities of these items (text messaging, photos, Internet, etc.) we ask that these items not be taken to school unless deemed necessary by the parent. Leaving these items at home helps create fewer opportunities for students to send and receive messages that may be deemed inappropriate for school. If parents allow students to bring cell phones to school, they need to keep the items in their lockers and turned off during the school day. Phones that are perceived as being used as a nuisance item will be confiscated and returned to students or parents by administration. Cell phones may **NOT** be used or heard during class time. By allowing students to carry cell phones into the school building, students and their families are consenting to a search of that phone by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating/inappropriate actions. The following **guidelines are policy** is in effect during regular school hours and during any on/off - site school sponsored activities. Students may use their cell phones after school once they reach the commons areas on the lower level. Students needing to use a phone during the school day may use the student phone in the main office at no charge.

Cell Phone Guidelines Policy:

In each case, the phone or electronic device will be confiscated and held in the main office.

- **First Violation:**

Teacher Conference with student about appropriate use of electronic device.

- **Second Violation:**

Teacher Conference with student about appropriate use of electronic device.
Teacher contact parent about inappropriate use of electronic device.

- **Third Violation:**

Confiscate device and bring to administration office.

Complaints on Materials

In the event any parent has a complaint or objection to any such materials a personal conference with the parent and appropriate school personnel will be scheduled. The parent, in order to explain the nature of their concern will use a standard complaint form. The complaint form will include, but not be limited to, the specific instruction, material complained of, the reason for the complaint, and the proposed solution or resolution of the complaint from the parent's perspective.

Computers

Students at Norfolk Middle School are required to sign Norfolk Public Schools Internet Policy to use any of our computers. Students and faculty must abide by the policies contained in that agreement. Students and faculty that fail to follow those policies will have their access to technology restricted or terminated. Specifically, Norfolk Middle School reserves the right to inspect all network files without specific permission with reasonable cause in the interest of system security and integrity. Norfolk Middle School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain privacy, security and integrity of the Norfolk Middle School's computing facilities. Norfolk Middle School does not allow any copying of school-owned or licensed software or data to another computer system for personal or external use without prior approval.

In order to use the computers available in the Media Center or Achievement Center during a study hall or before or after school, students must have a signed pass from a teacher with the computer assignment listed on the pass. A complete copy of the "Technology & Internet Agreement" is available in the main office.

Demographic Changes

Students who change their address and/or phone numbers should report such changes immediately to the **guidance office**. The school also needs an emergency phone number where a responsible adult can be contacted immediately in the event of any emergency. It is imperative that students and parents continue to provide updated census information throughout the year to ensure effective and timely distribution of school materials and to provide quick and accurate information in the case of an emergency, etc.

Thank you in advance for providing timely updates when you are moving, changing telephone numbers, or need to post different contact information.

Dress Code / Student Attire Guidelines- Policy 5101

Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the educational process. Our public schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty and decency. Administrators must weigh community standards, harassment or standards of others, along with the individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of Norfolk will take pride in their appearance and their school. ~~Personal appearance and clothing worn to school should not violate the rules of decency, offend the standards of others, promote unsafe conditions, or detract from the educational process.~~ Violators of this policy will be required to change into appropriate clothing or alter their appearance as requested by school administration. Students missing time from class to correct violations will be considered tardy. If parents or students have any questions, they should call the school office at 644-2569 before they purchase clothing that may be deemed inappropriate for school. When possible, we ask that parents examine student dress carefully before students leave for school. **School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.**

Criteria for Student Attire:

- Shirts that expose student midriffs **either standing or sitting** are not permitted. Tank tops ~~may be worn with a sleeved shirt underneath~~ **straps must be at least two inches in width**. All shirts worn must keep the top of the shoulder covered, fit well in the armpit area, and not have a plunging neckline.

- Shoes must be worn at all times. Slippers are not permissible. Flip-flops and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with the school's policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or "double" meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school.
- Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- All clothing must be modest and appropriate. It must properly cover the body.
- Novelty contact lenses such as, but not limited to **Alien, Cat eyes, White-out, Red Hot, Hypnotica, Wildfire and Zoomin'** are not permitted. ~~Students' natural eye color and texture must be visible.~~
- Length of Shorts: ~~As a general guideline, when a student stands upright and fully extends their arms and fingers at their sides, the length of the shorts should be at least even with the bottom of the fingers.~~ **Shorts should be long enough to modestly cover the student and keep undergarments covered.** ~~Administration will make the final determination as to the appropriate length of shorts.~~
- Caps and hats are not to be worn in the building. Once students are outside the building they may wear headgear in an appropriate fashion. Caps and hats must be stored in lockers.
- Wearing or carrying bandanas or colored handkerchiefs (by males and females) will also not be permitted. Bandanas or accessories that have been identified as possible gang paraphernalia will be confiscated immediately and will be returned only upon parent request.
- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Examples of such clothing would be: Hooters, COED Naked, **Cookies**, etc. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, BIG Johnson, cigarette brands, etc... are also considered to be inappropriate. ~~School administrators will have the final say on whether a shirt is considerate appropriate~~
- Clothing usually worn as undergarments cannot be worn as outer garments; (specifically boxer shorts) and will not be permitted. Students will be required to cover all undergarments so that they are not showing during the school day.
- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Please watch the daily forecast and dress appropriately for the weather of the day.

- Skirts and dresses need to be a modest length (minimum of mid to lower thigh). **should be long enough to modestly cover the student and keep undergarments covered.**
- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest.
- Spiked jewelry/accessories may not be worn at school or at school activities. Additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- ~~Facial make-up, jewelry accessories, or body piercings must also be appropriate for school settings and not disrupt the learning environment. Jewelry or accessories worn through pierced body parts may be seen as unsafe. Students must remove these for physical education classes and/or other activities deemed necessary for a safe and orderly learning environment by the instructor or administration.~~
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waist. ~~School officials will determine the appropriate wearing of such items. Students not keeping their pants at an acceptable level will be required to change or they may be removed from class for the day.~~
- Pajama bottoms or attire deemed as pajamas may not be worn to school.
- Hair color should be non-disruptive to the learning environment.
- Inappropriate tattoos or other marks deemed inappropriate for school need to be removed or covered.

The administration reserves the right to make decisions and make rule revisions to protect the integrity of the educational programs and to assure the well being of all students. Students refusing to comply with school dress guidelines will be subject to the Code of Conduct.

Elevator

The use of the elevator is restricted to handicapped or injured students. Students must receive permission from office personnel to use the elevator and if a friend is carrying their books, that friend must use the stairs unless they have been given permission from the office. Students with temporary mobility restrictions or other medical needs (broken leg, severe asthma, etc.) will be allowed to use the elevator at the discretion of administrative staff or the nurse's office.

Entering and Leaving the Building

The main entrance for the Norfolk Middle School is the east side of the building (nearest 1st Street). After 8:30 am and during the remainder of the school day, parents and other visitors will need to use this entrance to enter the building. The only access on the west side of the building during the school day (nearest the YMCA) will be for staff. The school building will be open on regular school days for scheduled and sponsored activities at 7:30 a.m. Students arriving before this time will not be allowed in the building. Students involved in activities or working with a teacher

before school must be under the direction and supervision of the sponsor for the activity or a teacher. Students who are not in scheduled activities may enter the building at 7:40 a.m. Once students are in the building, they are not allowed to leave without checking out in the main office and only then will be dismissed to a parent or a pre-approved designee. Students need to leave the building promptly after school unless they have an activity or they are under the direct supervision of a teacher, coach, or administrator.

Before School and Students Entering the Building in the Morning:

- If students need to make-up work, attend special events, or see a teacher before school, they should have a pass stating the location and time of the activity and the name of the activity sponsor. This pass should be presented to one of the commons area supervisors.
- Students should be seated at the tables with their legs under the table at which they are sitting. Students are not to block aisles with their feet or legs.
- Students should not get into lockers or loiter in the hallways before the first bell.
- Students should not pound on the tables.
- Students need to clean up their areas as they are dismissed.
- Students will comply with all directions from the designated supervisors.
- Students will keep their voices at an acceptable level as determined by area supervisors.

After School and Students Exiting the Building

- Students should pick up vending machine items before they leave the building. Students will not be allowed back in the building to purchase items.
- Please make plans to get items out your locker before you leave for the day. Once students are out of the building after school, they must have permission from a staff member to return to the building.
- If students are requested to stay longer than the required school day, (detentions, make-up work, activities, etc.) it is their responsibility to make alternate arrangements for transportation.
- At 3:25 p.m. ALL students are to be out of the building unless they are with a teacher, in a sponsored activity, or have made a special arrangement with the office to remain in the building. In the case of inclement weather, students may remain in the common areas after 3:30 p.m. to wait for rides.
- Students needing to use a phone to call for rides, etc. may use the student phone located on the south end of the main office. This phone should be used only if no other option is available to students. Students using the phone in an inappropriate manner (speaking rudely to others on the phone, being excessively loud and disrupting the office, etc. will lose phone privileges.

Students may not use the office phone to call for rides after-school until after 3:40 p.m. or unless they have special permission from the office staff.

- Parents may be notified if students are not picked up by 3:45 p.m.

Exemption Procedure

When a parent believes it is to be appropriate for his/her student to be excused from testing, classroom instruction or other school experiences that the parent finds objectionable, the parent will present in writing on the standard complaint form, the basis for the parent's concern and a proposed solution for the objection that would be satisfactory to the parent. It shall be the policy of the District to notify parents/guardians when a school-sponsored survey will be administered. The nature of the survey, the date and time when the survey will be administered, and the purposes for which the uses of the resulting information will be included in the notification. Copies of the instrument to be used will be available for parent examination in the Principal's Office of each building. After examination of the survey instrument, any parent who wishes to have their child exempted from completion of the survey must do so by means of a written request to the building principal.

Fines

At times, students may incur fines for overdue library books, damage to books or property, loss of school equipment, class fines, etc. Students are expected to be responsible for their property and take care of the items the school has loaned them for periods of time. Students are expected to take care of these fines as they occur. Appeals for fines should be made to the building principal. Failure to pay fines may result in administrative consequences.

Fire Drills

During the course of a fire drill, students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in every classroom. In the event of severe weather alert, you will need to follow the directions that are given to you by the classroom teacher. The alert will be announced over the public address system.

Grievance Procedure

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem directly with the person who is involved. If that conference is not successful, then the person should see the person who has the next step of responsibility. For example, if a student has a classroom problem, then the student and parent(s) should discuss the problem with the classroom teacher

privately. If that conference is not successful, then the student and parent(s) should make an appointment to see the principal. If the problem still has not been resolved, the student and parent(s) may file a complaint with the Director of Student Services using the Complaint Against School Personnel Form.

Hazing

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

Health Records

Immunization Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, 2019:

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

- 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if

student is 11-15 years of age

- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

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

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

Health Services

The school nurse's office is located on the first floor near the main office in room 153. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable diseases, encouragement of physical and dental examinations and promoting sound mental health. A nurse or her designee will be in the office every morning for the purpose of checking those

who have been absent and helping those who may feel ill. Any student who has to leave the school because of illness must first check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel.

Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a nonprescription medication during school, the following procedures are to be followed.

Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry a medication with them during the school day.

If your child has a fever or vomits at home, please keep them at home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they return to school. Please check with the school before bringing your child back to school.

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

Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families

receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

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

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

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

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

Indian Education

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

Internet Policy

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

Lockers

Your locker and lock are the property of the school district. The school board gives students' permission to use a locker and lock during the school year. Therefore, students cannot expect their locker to be free from inspection by the school if the principal considers a search necessary to maintain the integrity of the school environment and to protect others in the building. Locker inspections will be reasonable and conducted by an administrator or his designee. These guidelines also apply to lockers assigned in locker rooms. Locker numbers will be assigned at the time of registration. When students receive their lockers, they need to immediately check their lockers for damage and report any damage to the office. Students will be financially responsible for any damage to their lockers. Locks will be furnished by the school at no charge. If locks are not returned or are damaged, students will be charged \$5.00 and be put on the fine list.

Students should follow the locker regulations given below:

- Use only the locker assigned to you.
- Never open another student's locker.
- Keep your locker neat and orderly.
- Always close the locker door and keep it locked.
- Do not leave valuables in the locker.
- Clearly put your name on all personal items.
- Do not write on the inside or outside of the locker.
- Memorize your lock combination. Do not share this information with anyone.
- Pop and candy are not to be stored in lockers.
- Norfolk Middle School is not responsible for items lost or stolen from lockers.
- Report any problems or requests to the main office.

Lost and Found

Lost and found items are to be turned into the main office. Items not claimed by December 20th or June 15th of each school year will be given to local welfare agencies. Lost or replacement ID cards cost \$5.00. Norfolk Middle School is not responsible for any personal items lost during the school year. This includes, but not limited to, any electronic items and yearbooks.

Lunch / Closed Campus

Norfolk Middle School DOES NOT have an "open campus" policy during the noon hour. Having a closed campus means that your child cannot leave school to go out for lunch or go home for lunch. Students will be permitted to leave campus for lunch only if they are under the direct supervision of a parent and if that parent has

notified the office in advance of the visit. Students must be back before the end of the lunch period or they will be counted as absent or tardy. Before leaving campus, the parent must come to the main office and sign the student out. For safety reasons, the school will no longer accept written notes to excuse students for lunch. Parents are welcome to eat with students at school if they wish.

Lunch Guidelines

Procedures regarding lunch accounts will be explained during orientation time. The price for school lunches and milk will be announced through school bulletins. All costs mentioned are subject to change without notice. A student may bring his/her own lunch and it has to be eaten in the cafeteria. **All food is to be consumed in the cafeteria. Any food purchased in the cafeteria must be eaten in the cafeteria. Students are not allowed to take food out of the lunchroom to put in their lockers or eat in class.**

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

Fax: (202) 690-7442; or

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Media / Student Photos

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

Media Center

The purpose of the Middle School Media Center is to provide students and teachers with materials for enrichment of classroom work and recreational reading. The library is open daily from 7:40 a.m. to 3:45 p.m., except when otherwise announced. The following items about the Media Center should be helpful:

- To come to the Media Center during any assigned class period or study hall you must have a pass.
- Students are responsible for signing in and out of the Media Center and returning the pass to the teacher before the end of the class period. You will need your ID card to check out materials.
- In order to use the computers available in the Media Center during a study hall or during a class, students must have a signed pass from a teacher with the computer assignment listed on the pass.
- Most library materials may be borrowed for two weeks and then renewed if they are still needed. Reference books, reserved books, periodicals, and vertical file materials are overnight materials and are due before first period the next school day.
- Any overdue book must be returned or declared lost; if lost, you must pay for the book. If the book is later found and returned to the Media Center, all money will be refunded.
- You will be expected to allow a media specialist to check all materials carried from the Media Center. If you act in a disrespectful or disruptive manner, if you are destructive to the Media Center materials, facility, or furniture you will be subject to disciplinary action ranging from detention to being restricted from use of the Media Center.
- You are expected to be self-disciplined and use your time in the library to read and/or do research. The Media Center is for you, therefore, think of it as a privilege (not as a right) to use and enjoy.

Notice Concerning Designation Of Law Enforcement Unit:

The District designates the Norfolk Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2)

maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Notification of Concern

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

Parental Involvement in Education (LB 1161)

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

Police Interviews-Policy 5413

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

Reading

Research clearly shows that overall, middle level students read less than they did in elementary school and that their reading ability declines as the amount of reading they do decreases. Research also shows that the more students read, the better their reading ability becomes. Students are encouraged to bring a book or

appropriate materials to read and students are expected to carry a reading book with them throughout the day.

Expectations for Reading Time

- Everyone reads.
- Silence during reading time.
- Students need to be prepared to read the entire time assigned.
- Reading materials should be chosen outside of class or during study hall.
- Bring a book every day.
- Students are expected to be responsible and bring leisure-reading material appropriate for school (books, magazines, newspapers). These materials will be items that the student has selected.
- Students not having materials ready for class may be assigned alternate reading at the classroom teacher's discretion. Classroom teachers will determine appropriateness of questionable material.

School Campus

The school campus includes all buildings and designated parking (staff and student lots) and all other property from the curb/sidewalks surrounding those areas.

Persons who are not enrolled at the middle school, have not checked into the office upon arrival at school, or are not at school for school business and are in the building or on the campus will be asked to leave. Unauthorized visitors that don't comply may be cited for trespassing by the Norfolk Police Department. Any non-student who needs to conduct school related business should call and schedule an appointment with an appropriate staff member and upon arrival, sign in at the office.

School - Community Intervention Program (SCIP)

SCIP is a program designed to help identify students who are experiencing difficulties which may be related to use of alcohol or other drugs. This support program has four components which assist students: **Identification, Intervention, and Referral for treatment, and Student support.** Anyone with concerns about drug and/or alcohol use or abuse should contact the SCIP Coordinator in our guidance department.

Search and Seizure- Policy 5406

In maintaining discipline and providing a safe environment for students and staff, district employees are responsible for obeying and enforcing compliance with state statutes, policies and administrative rules. The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be

conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including sniff dogs, will be contacted when circumstances dictate.

Securing a Teacher's Help

Teachers are in the school building from 7:45 a.m. until 3:45 p.m., and they are willing to help students individually during the school day. An appointment can also be made if for some reason this time period is not suitable. Students are encouraged to seek additional help from teachers when they are having troubles with classroom work and they should receive a pass from the teacher if the time is before 7:50 a.m.

Student Services / Discipline

Behavior Expectations

Overall, students are expected to follow all directives that are given to them by teachers, substitute teachers, teachers' aides, secretaries, custodians, cafeteria workers, bus drivers, mentors, and administrators. In short, students are expected to complete their classroom assignments and to treat everyone in the building respectfully and to do their part in keeping the building clean. In addition to the items in the Code of Conduct, the following items are enforced: Students are encouraged to help make their time at Norfolk Middle School both pleasant and beneficial. Students at Norfolk Middle School are expected to be safe, responsible, and respectful.

Student Behavior

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

Student Discipline

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

Student Visitors

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

Discipline at School Functions

Students are expected to behave in an orderly and appropriate manner as listed in the district's Rights and Responsibilities and the school's discipline code while attending school or any school function on school grounds (parking lots included) or elsewhere. Students are also expected to follow school rules at activities (parking lots and activities near or in vehicles at Memorial Field are also subject to the Code of Conduct) and at any out of town school events. If students choose to act in an inappropriate fashion, they will receive consequences consistent with the severity, intensity, and frequency of their actions. Students may conference with teachers, parents, and/or administration and/or may receive detentions, in-school suspensions, out-of school suspension, expulsions, or additional consequences as determined by administration as a result of inappropriate behavior. Parents are encouraged to call teachers and the administration concerning discipline in the classroom or at other school functions.

Credit for Course Work during Suspension

Students serving In-School Suspension will receive full credit for their work completed during the suspension. Any work not completed during the suspension is subject to receiving no credit.

Detentions

Detentions may be for any reasonable amount of time. If a detention is 5 minutes or less, advance notice to the parents may not be given. If a detention is longer than 5 minutes or if the student is required to stay past 3:35 p.m., then students will have 24 hours to complete or reschedule the detention and parents will be notified by the teacher. Failure to appear for a detention will result in the detention time being doubled.

Telephones

The telephone in the main office is for business and emergency calls only. A student may use the phone in the office without charge if the call is made due to a change in school schedule or if the student is working with a teacher. Students may also use the provided phones if they have been given permission from a staff member. Students will not be able to use the office phone afterschool until 3:40 p.m. unless they have special permission from a staff member. Plans for rides home should be made in advance to avoid unnecessary phone calls. Students using the phone in an inappropriate manner will lose all school phone privileges.

Testing

It shall also be the policy of the District to notify a parent/guardian when the student will participate in standard norm-referenced or criterion referenced tests such as, but not limited to, NSCAS, MAPS Testing. When reasonable to do so, the parent/guardian will be notified where a sample of the test might be examined and the date upon which the test will be administered.

Trespassing

Non-students who come on the school campus and/or into buildings who have not checked into the main office may be cited for trespassing. A suspended or expelled student from any Norfolk Public School is not to be in the building or on the Middle School campus without prior arrangement with the administration. Any violation of this suspension or expulsion policy will result in trespassing charges and further disciplinary consequences. This includes activities at the middle school or any school sponsored activity away from Norfolk Middle School. Students with partial schedules should leave campus within 10 minutes after their last class. Loitering on campus may result in disciplinary actions.

Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Visitors

For Safety reasons, all entrances will be locked at 8:30 a.m. All visitors during the school day need to report to the east entrance and proceed to the main office immediately after entering the building. Visitors will be given a visitor tag so that they will be easily identified by school personnel. Visitors in the building without visitor badges should be escorted to the main office. Visitors attending Norfolk Middle School activities should enter the building from the east side and proceed to the gymnasium.

Norfolk Public Schools District Policies

Title I Parental Involvement Policy--6410

This Title I Parental Involvement Policy is established in compliance with the Every Student Succeeds Act (ESSA). Norfolk Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Norfolk Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement

It is the expectation of Norfolk Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring--(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Building the schools' and parents' capacity for strong parental involvement.
- D. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
- E. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.

- F. Involving parents in the activities of the schools served under Title I.

Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.

- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.

- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

- D. Provide parents of participating children--(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall--(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their

children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility

In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Legal Authorities: Every Student Succeeds Act No Child Left
Behind Act of 2001, sections 1118 and 9201(32);
20 U.S.C. §§6318 and 7801(32)

NORFOLK PUBLIC SCHOOL'S DISTRICT HARASSMENT POLICY 5401

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

A. Elimination of Discrimination.

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

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, (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 day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

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

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

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

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

STUDENT FEES POLICY

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

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

(1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable.

(3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(5) Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial

arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.

(7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

(8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will received one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.

(10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

(1) Participation in before-and-after-school or pre-kindergarten services: Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.

(3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

(4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.

(5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota). Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and

Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

Date of Adoption: March 9, 2015

Date of Reaffirmation: September 14, 2015

Date of Revision: March 14, 2016

Date of Revision April 11, 2016

Date of Revision: April 10, 2017

Date of Revision: April 9, 2018

Date of Revision: April 8, 2019

Date of Reaffirmation: June 8 2020

Date of Reaffirmation: February 14, 2022

Student Fee List

Activity Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of ~~\$35.40~~.

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of ~~\$50.60~~, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form prior to the start of their first activity.*

Activity Fees' Requirements – Grades 5-6 (as follows)

Activity	Middle School (Gr. 5-6)
21 st Century After School Participation Fee	2 day \$25 per Qtr 3 days \$50 per Qt.
Band (Methods Books for Lesson)	\$10 to \$13/year

Band Instrument Rental (school owned)	\$25.00/semester
Orchestra (Lesson/Method Book)	\$12.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Summer School Fee	\$20 Sem.

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

Fund Raising

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

Penalties

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

Student Fee Fund

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

Severability Clause

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

~~On April 8, 2019 ~~March 14, 2022~~, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2019-2020 ~~2022-2023~~ school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open meeting in compliance with the public meeting laws. See amended date at bottom of page.~~

Legal References:

~~Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act) Neb. Constitution, Article VII, Section 1.~~

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

~~Neb. Rev. Stat. 79-2,104 (student files or records)~~

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

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

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

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

~~Date of Adoption: July 18, 2002.~~

~~Amended on: April 8, 2019~~

NORFOLK MIDDLE SCHOOL
FEE WAIVER APPLICATION FORM
2021-2022 SCHOOL YEAR

Student Name: _____

Student Signature: _____

Grade: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Activity	Applying For	Cost	Approved	Denied
21 st Century After School Participation Fee (Aftershock)		2-days \$25.00 per Qtr. 5-3 days \$50.00 per Qtr.		
Band (Methods Books for Lesson)		\$10 to \$13 Year		
Band Instrument Rental (School Owned)		\$25 Semester		
Orchestra (Methods Books for Lesson)		\$12 Year		
Orchestra Instrument Rental (School Owned)		\$25 Semester		
Summer School Fee		\$20 Session		

Check which activity(ies) your student wishes to participate in.

Band

Orchestra

For Central Office Use Only

Approved:

Denied:

No Lunch Application on File

No Share Information Form on File

Cannot Share Information

Does not qualify for F-R Lunch

CO Administrator's Signature

Date

CO Administrator's Signature

Date

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia (except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-a-likes. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

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

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

III. ATTENDANCE POLICY

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

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

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

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

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

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

1. Length of expulsions for regular and special circumstances

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

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

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

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles; 5) Tasers.

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

The term "destructive device" means

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

h. Engaging in the unlawful possession be under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.

i. Public indecency.

j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).

k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.

l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.

3. Procedure for long-term suspension/expulsion: The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal (Building Head Principal or Assistant Principal) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian, and student.
- c. Such written notice shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
- d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
 - f. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
 - g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
 - h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
 - i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.
4. Alternative Education Program During Expulsion
- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined in Section G.1.c. above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

Norfolk Middle School

Code of Conduct

This is the guide used by Norfolk Middle School to conduct administrative disciplinary action and has been approved by the Board of Education. The Code of Conduct allows for interpretation by the administrative team due to circumstances and the severity of the incident.

Policy 5101B – Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors.

Assaults/ Fighting

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
A1	Assault on student without injury	ISS/ OSS 1-3days Notify parents and police. Possible recommendation for expulsion.	OSS 5 - 19 days Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
A2	Assault on student with injury.	OSS 1-5 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.	
A3	Assault on school personnel, with or without result of injury	OSS 5-19 days Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.	
A4	Fighting	ISS/ OSS 1-3days Notify parents and may notify police.	OSS 5 - 10 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.

Additional Information:

- The level of violence may affect the length of the suspension.
- If both students throw “punches,” both are considered to have fought and using self-defense is not a defense.
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.
- Mediation (peer or adult assisted) may be a condition of a student’s suspension.
- Anger management sessions with a middle school counselor may be a condition of a student’s suspension.

Threats/ Intimidation

(The nature of the threats may affect the length of the suspension.)

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

Weapons, Firearms, Nuisance Items

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
B1	Weapon	ISS/OSS 3-19 days. Retain the object. Notify parents & may notify police. Possible recommendation for expulsion.	Retain object. Notify parents & police. Recommendation for expulsion.	
B2	Firearm	Mandatory 1 calendar year expulsion.		
B3	Nuisance or dangerous items; stink bombs, squirt guns, snowballs, etc.	Detention / ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 3-5 days Notify parents.

From the Students Rights and Responsibilities in Norfolk Public Schools:

Weapons

Students are forbidden to:

- A. Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look alike rifles or pistols (whether or not they are capable of expelling a projectile) see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles; 5) Tasers.

- B. Knowingly possess, handle or transmit any object or material that is ordinarily or generally considered a firearm.

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

The term "destructive device" means

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

**** It is not a defense to a charge of bringing a weapon to school or possessing, handling, transmitting or using a weapon at school, on school grounds, or at a school function off school grounds that the student did not intend to hurt anyone or that the weapon did not belong to them.

Drugs, Alcohol

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
C1	Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation "Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 5-19 days. Notify parents and police. Refer to counselor for substance abuse intervention. SCIP referral. Possible recommendation for expulsion.	Recommendation for expulsion.	

C2	Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.	OSS 5-19 days Recommendation for expulsion.		
C3	Possession or sale of drug paraphernalia.	OSS 5 -19 days. Notify parents and police. SCIP referral. Possible recommendation for expulsion.	OSS 10 -19 days. Notify parents and police. SCIP referral. Recommendation for expulsion.	Recommendation for expulsion.

Robbery, Extortion

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
D1	Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2	Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

Fire Setting, Arson, Graffiti

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
E1	Fire setting, arson	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.	
E2	Graffiti or causing damage to school property or private property.	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion. Restitution for damaged property.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion. Restitution for damaged property.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion. Restitution for damaged property.
E3	Signaling false fire alarm, tampering with/misuse of vape detectors , defibrillators, fire extinguishers or any dangerous / emergency equipment.	ISS/OSS 3-5 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for OSS/ expulsion. Restitution as required.	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion. Restitution as required.	Recommendation for expulsion.

Theft

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
F1	Theft or attempted theft of school or private property	ISS/OSS 1-3 days. Notify parents and may notify police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F2	Wrongful possession of school or private property.	Detention/ ISS 1-3 days. Notify parents. May notify police.	ISS/OSS 3-5 days Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F3	Knowingly receiving stolen school or private property.	ISS 1-3 days. Notify parents & may notify police. Reimburse for loss.	OSS 3-5 days. Notify parents & police. Reimburse for loss.	OSS 5-10 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.

Tobacco, Lighters/ Matches

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
G1	Use, or offering to others, tobacco products (dipping, smoking, e-cigarettes, Vapor products, etc.)	ISS/OSS 1-3 days. Notify parents. SCIP referral. Confiscate item(s).	OSS 3-5 days. Notify parents. SCIP referral. Confiscate item(s).	OSS 5 days. Notify parents. SCIP referral. Confiscate item(s).
G2	Possession of matches or lighter, e-cigarettes, vapor pipe, vapor products, chewing tobacco or cigarettes.	ISS/OSS 1-3 days. Notify parents. Confiscate item(s).	ISS/OSS 3-5 days. Notify parents. Confiscate item(s).	OSS 5 days. Notify parents. Confiscate item(s).
G3	Continually present during vape detector activations	Meet with Administration / Formal Warning	ISS 1-3 days and/or student placed on no pass/no public restroom list.	ISS/OSS 1-5 days

Harassment

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
H1	Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background	Conference with administrator. Detention/ Possible ISS/OSS 1-3 days. Notify parents/ may contact police.	ISS/OSS 1-5 days. Notify parents. Conference with administrator.. May contact police.	OSS 3- 5 days. Notify parents. Conference with administrator. May contact police.
H2	Visual harassment: Inappropriate photographs/ videos on personal device (including taking pictures/video of staff or students without their explicit consent), offensive posters, photos, cards, cartoons, graffiti, drawings, objects or gestures (public display of affection) & locker décor	Conference with administrator. Possible Detention/ISS/ OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Conference with administrator.	OSS 3-5 days. Notify parents. Conference with administrator.
H3	Physical harassment: Intentional or obvious unwelcome or offensive physical contact	ISS/OSS 1-5 days. Notify parents & may notify police. Possible recommendation for expulsion.	OSS 1-5 days. Notify parents & police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents & police. Recommendation for expulsion.
H4	Sexting: Possession of, sharing, or sending sexually explicit photographs of minors via cell phone or other electronic devices.	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	

**** Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility. The victim of any harassment incident may take action beyond the scope of building discipline.

Violations of School Rules

	Infraction	1 Intervention	2 Intervention	3 Intervention
I1	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information.	Detention/ISS 1-3 days Notify parents. Conference with administrator.	Detention/ISS/OSS 1-3 days. Notify parents. Conference with administrator.	ISS/OSS 1-5 days. Notify parents. Conference with administrator.
I2	Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.	Possible detention/ISS 1-3 days Notify parents	Detention/ISS/OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days Notify parents. Conference with administrator.
I3	Disruption while in ISS	Possible OSS for the remaining days of suspension. Re-serve ISS the following day.	Possible OSS for the remaining days of the suspension.	OSS for the remaining days of the suspension plus additional days of suspension added.
I4	Use of electronic devices i.e. Cell phones, cameras, smartwatch radios, laser pens, etc. Prior approval for educational purposes is exempt.	Teacher Conference with student about appropriate use of electronic device.	Teacher Conference with student about appropriate use of electronic device. Teacher contacts parents about inappropriate use of electronic device.	Confiscate device and bring to administration office OR send student to the office with device.
I5	"NO SHOW" to a before or after school detention assigned by an administrator.	Detention time doubled for first "NO SHOW". Notify parents.	ISS 1 day and serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.
I6	Lunchroom misconduct.	Detention/ ISS lunch. Supervisor may assign student alternative seating in the lunchroom.	Assigned seating/ suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/ suspension from the lunchroom 1- 10 days. Notify parents. Additional infractions will result in student's loss of lunchroom privileges.

17	Inappropriate/ Fraudulent use of school phone, computers, or electronic devices	Possible Detention/ISS/OSS 1-3 days. Notify parents. May notify police. Loss of privileges for 1-4 weeks.	Possible ISS/OSS 1-3 days. Notify parents. Loss of privileges for remainder of the semester. May notify police.	Possible ISS/OSS 3-5 days. Notify parents. May notify police. Loss of privileges for remainder of the school year.
18	Buying or selling food, drinks or any other unauthorized material, including inappropriate / unauthorized use of student ID number.	Conference/Detention Notify parents.	Detention/ISS 1-3 days. Notify parents.	ISS/OSS 1-3 days. Notify parents.
19	Falsifying or altering signatures; misrepresenting or calling self in.	Conference with administrator. Notify parents. Possible ISS 1-3 days.	ISS 1-3 days. Notify parents.	OSS 1-3 days Notify parents.
110	Gambling in any form; pitching coins, dice, wagering with cards, etc.	Detention/ISS 1-3 days. Conference with administrator. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days Notify parents.
111	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents will pick up item at the end of the day. Possible ISS 1-3 days.	Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days.	Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days.

Truancy / Loitering

112	Truancy (1 period)	Detention. Notify parents.	Detention/ISS 1-3 days. Conference.	Detention/ISS 3-5 days.
113	Truancy (3 or more periods)	ISS 1-3 days. Notify parents.	ISS 3-5 days. Conference.	OSS 1-3 days. Parent conference with administration. Police may be contacted.
114	Unauthorized entry into any unsupervised school area.	Conference with administrator. ISS 1-3 days. May notify parents.	ISS 3-5 days. Possible OSS 1-3 days. Notify parents. May contact police.	OSS 1-5 days Notify parents.

115	Loitering	Conference with administrator. May issue detention.	Detention/ISS -3 days. Notify parents.	ISS 1-3 days. Notify parents.
116	Leaving school without following procedure	Conference with administrator. Notify parents. Student will be marked unverified. Possible ISS/OSS 1-3 days.	Possible ISS/OSS 1 –3 days. Notify parents. Student will be marked unverified.	ISS / OSS 1-3 days. Notify Parents. Student will be marked unverified.

Miscellaneous Violations

117	Unprepared for class	Conference Teacher notifies parent.	Conference/ Detention Teacher notifies parent.	Student/Teacher contract. Teacher notifies parent. Student and/or parent conference with team. Develop written plan of action.
118	Cheating	Teacher notifies parent and administration. Student may make-up an alternate assignment or assessment at a time convenient for the teacher.	Teacher notifies parent and administration. Student may make-up an alternate assignment or assessment at a time convenient for the teacher. Parent and teacher conference with administration.	Teacher notifies parent. Conference with administration.
119	Violation of other school rules and regulations. (i.e. Eating food outside the cafeteria, bringing pop into the building, etc.	Warning issued to student. Administration may confiscate and retain items. Notify parents.	Detention 1-3 days. Administration may confiscate and retain items. Notify parents.	ISS 1-3 days. Administration may confiscate and retain items. Notify parents.

I20	Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I21	No show for a teacher detention.	Consequences as assigned by the teacher. Teacher will contact parent.	Consequences as assigned by the team /teacher. Teacher will contact parent.	2 Office Detentions + Original detention to be served with teacher. ISS 1 -3 days. Teacher will contact parent.
I22	Misbehavior for a guest teacher	Detentions or consequences as assigned by the teacher. Teacher will contact parents.	Conference with administrator. Teacher notifies Parent. Office detention / Possible ISS 1-3 days. Additional consequences may be administered by teacher.	Possible ISS (1-3 days) or OSS (1-3 days). Parent conference. Additional consequences may be administered by teacher and administrative team.
I23	Bus Behavior Additional consequences apply for repeated incidents after 3rd intervention.	Warning/ Conference/ Parent Phone Call. Assigned seating. Possible Detention.	Parent Phone Call. Possible Removal from Bus 1-7 school days. Possible Detention / ISS (1-3) days. Bus Letter sent home. Assigned seating rest of quarter.	Parent Phone Call. Possible meeting. Removal from bus 7-30 school days. Possible ISS (3-5) days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I24	Dress Code	Warning. Clothing changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.

I25	Continual violation of school rules	Parent conference with administrator. Possible OSS 1-3 days.	Parent conference with administrator. Possible OSS 3-5 days.	Parent conference with administrator. Possible OSS 5-10 days.
-----	-------------------------------------	-----------------------------------------------------------------	-----------------------------------------------------------------	------------------------------------------------------------------

Norfolk Public Schools
Norfolk, Nebraska
August 2022

Dear Students, Parents, and Guardians:

The Norfolk Public Schools' staff is excited to partner with you throughout the 2022-2023 school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

Please sign and return this form to the main office upon receipt of the handbook.
August 2022

The family of _____ (print student's name) understand that the student's handbook contain information regarding the Rules and Regulations for Student Conduct and Students' Rights and Responsibilities, Harassment Policy, Internet Policy, Student Technology Use agreement, Bus Conduct, Excursion trips, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities for the students in the Norfolk Public Schools. We understand that each student is responsible for becoming familiar with the handbook and know the information contained in it. We will read the handbook information:

_____ online at www.norfolkpublicschools.org

_____ on our student chromebook

_____ requested and received a hard copy from school personnel

Yes ___ No ___ I give permission for my child's school and the Norfolk Public Schools to include my child's name/picture in school publications, website or newspaper/radio announcements.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Norfolk Junior High School

Dr. Jen Robinson, Principal
Beau Viergutz, Assistant Principal, Tyler Beranek, Dean of Students/Activities Director

510 Pasewalk Ave.
Norfolk, Nebraska 68701-5296

V (402) 644-2516
F (402) 644-2519

August, 2022

Junior High Students and Parents /Guardians,

Welcome to Norfolk Junior High. We look forward to another year of learning and growing together. Our staff is very proud of everything that the junior high has to offer and we hope that you and your student become an active part of our learning community.

This handbook is designed to be a “guideline” of rules and regulations for students, parents, and staff. If you have any questions, please contact the school office.

Sincerely,

Dr. Jen Robinson
Principal

Norfolk Public Schools Vision Statement

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

Norfolk Public Schools District Mission Statement

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

**Norfolk Junior
High School
Main Office
402-644-2516**

Principal

Dr. Jennifer Robinson

jenniferrobinson@npsne.org

Assistant Principal

Beau Viergutz

beauviergutz@npsne.org

Dean of Students/Activities Director

Tyler Beranek

tylerberanek@npsne.org

Amber Lenton

amberlenton@npsne.org

School Resource Officer

Officer Brent Tietz

OfficerBrent@npsne.org

Juvenile Accountability Liaison

Carey Hopkins

careyhopkins@npsne.org

Principal's Secretary

Alicia Busch

aliciabusch@npsne.org

Assistant Principal's Secretary~~Sureya Fuentes~~~~sureyafuentes@npsne.org~~

Robin Mrsny

robinmrsny@npsne.org

Junior High Secretary~~Nikol Petersen~~

nikolpetersen@npsne.org

Sandy Claussen

sandyclaussen@npsne.org

**Junior High
Guidance Office**
402-644-2523

~~7th~~ 8th Grade Counselor

Maria Moje

mariamoje@npsne.org

~~8th~~-7th-Grade Counselor~~Dr. Branis Knezevic~~~~branisknezevic@npsne.org~~

Alexa Stueckrath

alexastueckrath

Guidance Secretary~~Ashley Lanman~~~~ashleylanman@npsne.org~~

Cher Moore

chermoore@npsne.org

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TIME SCHEDULES**Regular Dismissal 8th Grade**

1st 8:00 - 8:50
 2nd 8:53 - 9:46
 3rd 9:49 - 10:42
 4th 10:45 - 11:38
 A-LUNCH 10:45 - 11:12
 B-LUNCH 11:14 - 11:38
 5th 11:41 - 12:34
 A-LUNCH 11:41 - 12:08
 B-LUNCH 12:10 - 12:34
 6th 12:37 - 1:30
 7th 1:33 - 2:26
 8th 2:29 - 3:23

Regular Dismissal 7th Grade

1st 8:00 - 8:53
 2nd 8:56 - 9:49
 3rd 9:52 - 10:45
 4th 10:48 - 11:41
 A-LUNCH 10:48 - 11:12
 B-LUNCH 11:14 - 11:41
 5th 11:44 - 12:37
 A-LUNCH 11:44 - 12:08
 B-LUNCH 12:10 - 12:37
 6th 12:40 - 1:33
 7th 1:36 - 2:29
 8th 2:32 - 3:25

Wednesday Dismissal 8th Grade

1st 8:00 - 8:33
 2nd 8:36 - 9:12
 3rd 9:15 - 9:51
 ELO 9:54 - 10:19
 4th 10:22 - 11:06
 A-LUNCH 10:22 - 10:45
 B-LUNCH 10:47 - 11:06
 5th 11:09 - 11:53
 A-LUNCH 11:09 - 11:32
 B-LUNCH 11:34 - 11:53
 6th 11:56 - 12:38
 7th 12:41 - 1:19
 8th 1:22 - 2:00

Wednesday Dismissal 7th Grade

1st 8:00 - 8:36
 2nd 8:39 - 9:15
 3rd 9:18 - 9:54
 ELO 9:57 - 10:22
 4th 10:25 - 11:09
 A-LUNCH 10:25 - 10:45
 B-LUNCH 10:47 - 11:06
 5th 11:12 - 11:56
 A-LUNCH 11:12 - 11:32
 B-LUNCH 11:34 - 11:56
 6th 11:59 - 12:41
 7th 12:44 - 1:22
 8th 1:25 - 2:00

11:30 am Dismissal 8th Grade

1st 8:00-8:25
 2nd 8:28-8:51
 3rd 8:54-9:17
 4th 9:20-9:43
 5th 9:46-10:09
 6th 10:12-10:35
 7th 10:38-11:01
 8th 11:04-11:27

11:30 am Dismissal 7th Grade

1st 8:00-8:28
 2nd 8:31-8:54
 3rd 8:57-9:20
 4th 9:23-9:46
 5th 9:49-10:12
 6th 10:15-10:38
 7th 10:41-11:04
 8th 11:07-11:30

~~2021-2022~~ ~~2022-2023~~ Parent Calendar

NJHS Policies and Regulations

ACTIVITIES

STUDENTS' ELIGIBILITY FOR GRADES 7 AND 8

If a student is failing **one course at the end of a grading period**, the student will be allowed to continue to participate in practices and scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grade. The coach will encourage the student to work with his/her instructor to improve the grade.

If a student is failing **two courses at the end of a grading period**, the student will be allowed to continue to participate in practices, but will be held out of scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. ***Students with two failing grades will not be dismissed early with the team for early dismissal events.*

If a student is failing **three courses at the end of a grading period**, the student will not be allowed to continue participation in practices or scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. ***Students with three failing grades will not be dismissed early with the team for early dismissal events.*

If a student is failing **four courses at the end of a grading period**, the student will be removed from the activity.

**** Eligibility will be determined at the end of each grading period and will reflect the student's overall semester grade at that point.**

APPEAL PROCESS

Students who are ineligible at the end of a grading period and wish to become eligible before the end of next grading period may appeal to the Activities Director for reinstatement. The Appeal Process is as follows:

- Appeals may be granted on a **one time only basis annually**. For example: If a student applies for and is awarded an appeal for football in the fall, the student is not eligible for an appeal the rest of the year.
- Appeals may be made by the student-athlete or parent. Student-athletes or parents may notify the Activities Director of their intent to use the appeal via face to face conversation, email, or phone call.
- Appeals must be made at least **1 Day prior** to the next scheduled competition.
- The Activities Director reserves the right to grant appeals the day of competition for extenuating circumstances. Those will be handled on a case by case basis.
- The Activities Director will notify the student-athlete, parent, and coach if a successful appeal is made and the student-athlete is now immediately eligible.
- The student is expected to meet all required criteria contained within the appeal plan.

****The following activities fall under the eligibility guidelines: All male and female athletics, Quiz Bowl, Student Council, and Show Choir. Head coaches may enforce more rigorous academic requirements subject to administration approval. These will be communicated to the athletes and parents at the beginning of the season.**

** Students who are ineligible at the end of a grading period and wish to become eligible before the end of next grading period may appeal to the Activities Director for reinstatement. Appeals may be granted on a **one time only basis annually**. For example: If a student applies for and is awarded an appeal for football in the fall, the student is not eligible for an appeal the rest of the year. Individual conditions of the appeal are determined on a case by case basis and the student is expected to meet all required criteria contained within the appeal plan.

**The following activities fall under the eligibility guidelines: All male and female athletics, Quiz Bowl, Student Council, and Show Choir. Head coaches may enforce more rigorous academic requirements subject to administration approval. These will be communicated to the athletes and parents at the beginning of the season.

Eligibility Dates

Ineligible students will be determined by the Activities Director at the end of each grading period. Head coaches and sponsors will be notified by the Activities Director or Administration regarding ineligible students by the Wednesday following the distribution of grades during each grading period.

**Students eligibility will start over at the beginning of each school year, thus second semester's grades will not be used.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Students must attend the ½ day (or ½ of their assigned courses) **immediately prior** to participating in any school activity (practice or performance). When in doubt, consult with the school Activities Director regarding eligibility. Extraordinary circumstances may be considered on a case by case basis.

ACTIVITY INVOLVEMENT/ DISCIPLINARY ACTION

Students who are serving in-school suspensions or out-of-school suspensions will not be eligible to participate in any school-sponsored games, activities, or performances during the term of their suspension. For example, a student who is serving a three-day suspension, Monday through Wednesday, would not be eligible to participate in a game or performance until Thursday. Similarly, a student serving a suspension in which a weekend falls would not be eligible until the day after the final day of the suspension. Example: a student serving a three- day in-school suspension, Friday through Tuesday, would not be eligible to participate in games or performances until Wednesday. Students may practice with their teams while serving in-school suspensions and may be subject to additional consequences determined by the activities sponsor or coach. Students who are serving out-of-school suspensions may not be on any Norfolk Public Schools property or attend any school-sponsored activities (home or away) during the term of their suspensions.

Additionally, students may not travel with the team, get out early for out-of-town activities, or attend contests during the course of their suspensions.

DANCES (SCHOOL- SPONSORED)

Listed below are the guidelines and expectations for dances held at the Junior High and sponsored by the school:

- Students attending the dance must have their school identification card with them in order to enter the dance. Students without an ID card will not be admitted to the dance.
- Prior to entering the dance, all students must submit to an alcohol breath test. Students who test positive will not be allowed to enter and parents and the police will be contacted.
- Re-entry to the dance will not be allowed. Once a student or a guest leaves the dance, the student or guest will not be allowed to return.
- After the first hour of the dance, students will not be allowed to enter the dance unless prior permission has been granted by administration.
- NJHS administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
- Students are reminded to wear school appropriate clothes to dances.
- Students wearing inappropriate attire will be asked to change. Failure to comply will result in the student being asked to leave the dance.
- Students asked to leave the dance by administration or staff will not have their money refunded.
- Students are not allowed to bring guests, unless it has been specifically stated prior to the event.

PHYSICALS

Any student participating in a school-sponsored sport must have a physical prior to practice or participation in a practice session. These forms are available in the school office. Sports physicals may be done no earlier than May 1st of the previous spring.

TRANSPORTATION GUIDELINES

Norfolk Public Schools will provide transportation for all students involved in activities which require transportation. Students are required to travel together as a team (or group) both to and from the activity. This provides a safe and secure process for all students. (Board Policy 5506) **In rare situations, a parent/guardian may request, in writing, to take their child either to or from the scheduled activity. This will only be allowed by giving the head coach/sponsor 24 hours notice.** The head coach/sponsor will seek administrative approval before granting this request.

ATTENDANCE**PROCEDURE FOR REPORTING ABSENCES**

Parents should call the school office **644-2516** before 10:00 a.m. **on the day of the absence.** Students will be considered truant if their absence is not reported to the office within 24 hours. Please refer to Norfolk Junior High School **Code of Conduct**, Sections 113 & 114 for information on disciplinary actions for truancy. When contacting school, please give the following information:

- name of the student
- grade level of the student
- reason for the absence
- name, phone number, and relationship (to the student) of person making the call

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

EXCESSIVE ABSENCES

Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10th and 15th absence a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office.

It shall be the procedure of the building administrator to report to the Director of Student Services and to parent/guardians, any student enrolled in the district for excessive absenteeism on the part of such student. For purposes of this procedure, such reporting shall not be required of any student who is at least 18 years of age at the time excessive absenteeism occurs. The term "excessive absenteeism," as used herein, shall mean verified and unexcused absences exceeding five days per quarter or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per year or the hourly equivalent.

Administrative personnel will investigate factors involved in any case of excessive absenteeism. In the event that the administrative team determines that such absences are not justified, they may determine such student to be truant. All required procedures of the Norfolk Public School Truancy Policy should then be followed. This may be true even if some or all of the student's absences have been excused by the student's parents/guardians, and the building Principal determines such excessive absences are detrimental to the student's educational performance. Specific procedures and consequences for students reported for either excessive absences or trancies are listed in the student handbook for each building.

ENTERING THE BUILDING

The school building will be open for scheduled and sponsored activities at 7:30 a.m. Students arriving at this time must be under the direction and supervision of the sponsor for the activity. *Students who are not in scheduled activities may enter the building at 7:40 a.m.* Once students are in the building, they are not to leave unless they have permission from an NJHS staff member.

Student Breakfast:

The junior high will serve breakfast in the morning. Students who want to eat our school breakfast will be able to enter the building **beginning at 7:30 a.m.** Breakfast will be served from **7:30 – 7:50 a.m.** each school day. Students should enter the building from the sixth street side of the facility near the industrial technology rooms (Door # 8). Students riding the bus will be able to eat breakfast when they arrive.

Before school and students entering the building in the morning:

- If students need to makeup work, attend special events, or see a teacher before school, they should have a pass stating the location and time of the activity and the name of the activity sponsor. This pass should be presented to the cafeteria supervisor standing at the entrance to the ramp.
- Students should enter the cafeteria and be quietly seated at one of the tables.
- Students should be seated at the tables with their legs under the table at which they are sitting. Students are not to block aisles with their feet or legs.
- Students should not get into lockers before the first bell.
- Students are not allowed to bring energy drinks (i.e. Monster, Red Bull & etc.) to school.
- Students need to clean up their areas as they are dismissed.
- Students wanting to stand up while waiting may do so in designated areas only after commons area seats have been filled.
- Students will comply with all directions from the cafeteria supervisors.
- Failure to comply with morning expectations may result in loss of commons area privileges.

After school and students exiting the building:

- Students need to leave the building promptly after school unless they have an activity or they are under the direct supervision of a teacher, coach, or administrator.
- Students may be picked up outside on either the 5th or 6th street side after school. Rides should be arranged for pick up immediately after dismissal. ALL students are to be out of the building and off school grounds by 3:40 pm on a regular dismissal schedule or 11:45 am and 2:15 pm on an early dismissal schedule unless they are with a teacher, in a sponsored activity, or have made special arrangement with the office to remain in the building.
- Students with special arrangements may sit in the cafeteria. Anyone in the cafeteria after dismissal, must be seated at tables near the windows and either study or visit in a quiet manner. *Please do not sit on top of the tables, use the seats that are provided. Anyone out of their seats wandering around in the cafeteria or down hallways will be asked to leave the building immediately.*

VISITORS

Doors around the building will be locked at 8:00 a.m., except for the main entrance on 5th Street. This door remains open until approximately 4:15 p.m. **For safety reasons, all visitors need to check in at the main office.**

STUDENT VISITORS

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

SCHOOL ACTIVITIES

Students who will be absent from school for school-sponsored activities will not have those absences count against their ten absences. It is each student's responsibility to inform their instructor about the forthcoming absence and to make arrangements for completing assigned work. Students absent for school activities are not to fill out a "planned absence sheet".

PLANNED ABSENCES

Students who know in advance of an absence must pick up a "planned absence sheet" from the office. The student should complete the information required; name, date(s) of absence, and the reason. This sheet should then be presented to each instructor. The teacher will sign the sheet after arrangements have been agreed upon for completion of work. **The teacher's signature is not an acceptance of the absences,** only an acknowledgment that the teacher has been informed and arrangements for work determined. It is imperative for students and parents to inform the school and teachers of planned absences. **Failure to complete a "planned absence sheet" may result in no credit for work missed.**

TARDIES TO CLASS

Students must be in their assigned classroom before the tardy bell rings as dictated by classroom rules. Failure to do so will result in an unexcused tardy, and the student will be assigned a detention. Teachers will inform the student he/she has been counted tardy and then give the student a detention slip, which designates the student's detention date. Students will have the opportunity to use the student phone located in the office to contact parents. The student will schedule the detention within three school days. Students that skip detentions will have the detention doubled. Failure to serve these detentions may result in an In School Suspension (ISS) assignment. Students will not be counted tardy if they come to class with a pass from the office, guidance office, or from another teacher. Teachers should not detain students unless absolutely necessary. Any teacher detaining a student between classes must write a pass to excuse the tardy.

TARDIES (MORNING) - REPORTING TO SCHOOL

Students who are tardy to school must report to the office before going to their first scheduled class. Students tardy more than 25 minutes will be considered absent and will require a parent phone call to excuse them. Students will be allowed **three 1st period tardies per semester** regardless of the reason. After the third unexcused tardy, parents will be contacted by the office and notified of the situation. After the fourth unexcused tardy to school and each ensuing tardy, students will be given office detentions. Failure to serve these detentions will result in further consequences per the Student Code of Conduct. After six unexcused tardies, parent contact will be made. Tardies should be used only for emergencies or circumstances beyond the student's control.

TRUANCY POLICY

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

WITHDRAWALS

A student who is withdrawing from Norfolk Junior High School should notify the office at least one week before leaving in order that teachers may be informed and special arrangements can be made in regard to previous assignments and tests. A day or two before the student actually leaves; he/she will be given a withdrawal slip, which is to be initialed by all the student's teachers and the media specialist. This form is to be turned in to the office **before** leaving school the last day. Everything on this form must be cleared properly and fines paid before transcripts will be released.

GENERAL POLICIES

AGENDAS

Organization is an essential skill for student success; therefore, all students will be using their school issued Chromebook for many of their organizational needs including recording of assignments, etc. Students will also be utilizing a digital calendar to help with time management. Students are required to carry their school issued Chromebook with them at all times during the school day (unless privileges for the device have been

temporarily taken away for disciplinary reasons). All students will also be given a generic agenda to use and students may purchase an additional generic agenda for \$2.00 while supplies last.

ATTEND/MONITOR COURSES (PARENTS)

It shall also be the policy of the district to permit a parent to attend or monitor courses, assemblies, counseling sessions and other instructional activities when a reasonable advance request is made. The request could be denied if a parent's attendance would substantially interfere with a legitimate school interest.

BICYCLES, SKATEBOARDS and ROLLERBLADES

Bicycles must be parked in the racks provided. To prevent theft, bicycles should be padlocked. Skateboards and rollerblades should be kept in lockers and left there during school hours. Norfolk Public Schools is not responsible for lost or stolen bicycles, skateboards or inline skates. Skateboards and rollerblades are not to be used on school property (i.e. benches, ramps, rails, etc.), even after school hours. Students not complying with this directive may be ticketed by the Norfolk Police Department. Skateboards and rollerblades that are used on school property may be confiscated.

BOOK BAGS/BACKPACKS/DUFFEL BAGS

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

CANCELLATION OF SCHOOL

In cases of extreme weather, the Superintendent is authorized by the Norfolk Board of Education to close schools. School closing information is broadcast on local radio or via phone message. In case of inclement weather, any parent or guardian may personally determine not to let his or her child come to school. Children who are absent in inclement weather, when school is being held, will be marked absent and treated the same as any other excused absence, when proper parental notice has been received by the school's attendance office.

CELL PHONE/ ELECTRONIC DEVICES POLICY

As with any tool, there are appropriate places and times for the use of these devices. Permissible situations for use of cell phone/electronic devices at the junior high are when designated for learning by the teacher, before and after school, and during lunch. Administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.

By allowing students to carry cell phones/electronic devices into the school building, students and their families are consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating actions or inappropriate content.

First violation

- Teacher conferences with student about the appropriate use of electronic device.

Second violation

- Teacher conferences with student about the appropriate use of electronic device.
Teacher contacts parent about inappropriate use of electronic device.

Third violation

- Confiscate device and bring to administration office.

Because bringing electronic devices to school is voluntary, NJHS and NPS are not responsible for stolen, lost, or damaged personal electronic devices.

Additional Electronic Devices Guidelines:

Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

EMERGENCY EXCLUSION

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

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

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

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

FINES

At times, students may incur fines for overdue library books, damage to books or property, loss of school equipment, class fines, etc.

Students are expected to be responsible for their property and take care of the items the school has loaned them. Students are expected to take care of these fines as they occur. Appeals for fines should be made to a building administrator. Failure to pay fines may result in administrative consequences. Students may not be able to attend designated school activities (like school dances) until all school fines are paid.

GRIEVANCE PROCEDURE

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem directly with the person who is involved. If that conference is not successful, then the person should see the person who has the next step of responsibility. For example, if a student has a classroom problem, then the student and parent(s) should first discuss the problem with the classroom teacher privately. If that conference is not successful, then the student and parent(s) should make an appointment to see the Principal. If the problem still has not been resolved, the student and parent(s) may file a complaint with the Director of Student Services, using the Complaint Against School Personnel Form.

HAZING

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

HEALTH RECORDS**Immunization Information**

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, ~~2019~~ **2022**: **A student is defined as any child entering Kindergarten through 12th and all students transferring from outside the State of Nebraska regardless of grade:**

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

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

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

Physical Examinations

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

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

HEALTH SERVICES

The school nurse's office is located on the first floor of the north addition in room 161. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable disease, encouragement of physical and dental examinations and promoting sound mental health. Any student who has to leave the school because of illness must check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office staff speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a non-prescription medication during school, the following procedures are to be followed. **Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician**

may be contacted for clarification on medication administration. Students are not to carry a medication with them during the school day.

If your child has a fever or vomits at home, please keep them at home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they return to school. Please check with the school before bringing your child back to school.

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

HOMELESS STUDENTS POLICY

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

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

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

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

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

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

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

INDIAN EDUCATION

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

Chromebooks:

- There is an additional information sheet concerning the appropriate use and care of this school issued device. A hard copy of these guidelines will be distributed to all students at the beginning of the school year.

INTERNET

School Computer Guidelines:

- The school provides computers and the Internet for students to learn. All use of computers, printers, cell phones and the Internet at school are only for student learning.
- Students should not play games without specific teacher permission.
- If students accidentally see material that is rude, nasty, mean, dangerous or inappropriate, they must click on the HOME button immediately and tell their teacher or other adult staff about the situation. Students will not download movies, videos or games. This is stealing.
- Students will not put any personal information about themselves on the internet. Posting photos or videos about themselves or sharing personal information like an address, phone number, hobbies or daily activities is strictly prohibited.
- Students will not share any personal information about other people over the internet. Posting other people's photos, videos or personal information is strictly prohibited. When posting anything digitally, students should ask themselves "How would I feel if somebody said that about me?" If it is mean or nasty, don't say it.

- It is expected that students will look after themselves and other people by telling their teachers or parents about people who are being mean or bullying.
- Students will acknowledge all material taken from websites and include web addresses in their work. Plagiarism is not okay and school consequences may be administered for violations.

LOCKERS

Your locker and lock are the property of the school district. The Norfolk Board of Education gives students permission to use a locker and lock during the school year. Therefore, students cannot expect their locker to be free from inspection by the school, if the administration considers a search necessary to maintain the integrity of the school environment and to protect others in the building. Locker inspections will be reasonable and conducted by school administrative personnel. These guidelines also apply to lockers assigned in locker rooms. Locker numbers will be assigned at the time of registration. Upon students receiving their lockers, they need to immediately check their lockers for damage and report any damage to the office. Students will be financially responsible for damage to their lockers. Locks will be furnished by the school at no charge. If locks are not returned or are damaged, students will be charged \$5.00. **Students should follow the locker regulations given below:**

- Use only the locker assigned to you.
- Never open another student's locker.
- Keep your locker neat and orderly.
- Always close the locker door and keep it locked.
- Do not leave valuables in the locker.
- Label all personal items.
- Do not write on the inside or outside of the locker.
- Memorize your lock combination. Do not share this information with anyone.
- Pop and candy are not to be stored in lockers.
- Norfolk Junior High School is not responsible for items lost or stolen from lockers.

LOST AND FOUND

Lost and found items are to be turned into the office. Items not claimed by **December 20th or June 1st 5th** of each school year will be given to welfare agencies. Lost or replacement ID cards cost \$5.00. Norfolk Junior High School is not responsible for any personal items lost during the school year. This includes, but is not limited to, any electronic items and yearbooks.

LUNCH - CLOSED CAMPUS

Norfolk Jr. High School **DOES NOT** have an "open campus" policy during the noon hour. Having a closed campus means that your child cannot leave school to go out for lunch or go home for lunch. Students will be permitted to leave campus for lunch only if they are under the direct supervision of a parent and have received prior approval to be gone. Before leaving campus, the parent must come to the office and sign the student out. For safety reasons, the school will no longer accept written notes to excuse students for lunch.

LUNCH GUIDELINES

Procedures regarding lunch accounts will be explained during orientation time. The price for school lunches and milk will be announced through school bulletins at the beginning of each school year. All costs mentioned are subject to change without notice. A student may bring his/her own lunch and it has to be eaten in the cafeteria. **All food is to be consumed in the cafeteria. Any food purchased in the cafeteria must be eaten in the cafeteria. Students are not allowed to take food out of the lunchroom to put in their lockers or eat in class.**

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov
This institution is an equal opportunity provider.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

MEDIA (STUDENT PHOTOS / VIDEO)

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

MULTICULTURAL POLICY

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

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

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

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.

7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

NOTIFICATION OF CONCERN

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

PARENTAL INVOLVEMENT in EDUCATION (LB 1161):

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

Police Interviews-Policy 5413

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

Notice Concerning Designation Of Law Enforcement Unit:

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

SCHOOL CAMPUS

The school campus includes all buildings and designated parking (staff and student lots) and all other property from the curb/sidewalks surrounding those areas. Persons who are not enrolled at the junior high, have not checked into the office upon arrival at school, or are not at school for school business and are in the building or on the campus will be asked to leave. Failure to comply may result in law enforcement being contacted and the individual(s) cited for trespassing by the Norfolk Police Department. Any non-student who needs to conduct school related business should call and schedule an appointment with an appropriate staff member and, upon arrival, sign in at the office.

SCHOOL -COMMUNITY INTERVENTION PROGRAM (SCIP)

SCIP is a program designed to help identify students who are experiencing difficulties which may be related to use of alcohol or other drugs. This support program has four components which assist students: **Identification, Intervention, and Referral for treatment and Student support.** Anyone with concerns about drug and/or alcohol use or abuse should contact the SCIP Coordinator in our guidance department at 644-2523.

SEARCH AND SEIZURE-POLICY 5406

The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including drug sniff dogs, will be contacted when circumstances dictate (policy #5406).

STAFF QUALIFICATIONS

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

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

In accordance with the Every Student Succeeds Act/ PARENTS’ RIGHT-TO-KNOW, this is a notification from Norfolk Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

a) information regarding the professional qualifications of your student’s classroom teachers.

Please note that Norfolk Junior High School is not a Title 1 school, however, Norfolk Public Schools does receive Title monies.

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

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

TRESPASSING

Non-students who come on the school campus and/or into buildings who have not checked into the main office may be cited for trespassing. A suspended or expelled student from any Norfolk Public School is not to be in the building or on the junior high campus (to include the 6th Street Track and Philip Street Gym) without prior arrangement with the administration. Any violation of this suspension or expulsion policy will result in trespassing charges and further disciplinary consequences. This includes activities at the junior high or any school sponsored activity away from Norfolk Junior High School. Students with partial schedules should leave campus within 10 minutes after their last class. Loitering on campus may result in disciplinary actions.

VIDEO SURVEILLANCE

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

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

GUIDANCE AND ACADEMIC INFORMATION

GUIDANCE

The school counselors and guidance department are valuable resources for students and parents. They are available to help students who are experiencing academic and/or social problems. The guidance department also helps students make quality decisions about their choices of classes and possible careers. There are two counselors at the junior high and each grade level has a counselor assigned to it. Students should feel welcome and encouraged to drop in whenever they have free time or make an appointment if no free time is available. The Guidance Office is located in the main office on the 1st floor. The counselors can also be reached by phone at 644-2523.

Academic Promotion Requirements

8th Grade:

To be successfully promoted to the ninth grade, eighth grade students ~~must pass 6 of the 7~~ **need to demonstrate sufficient progress on grade level standards in all** subject areas ~~each semester for the year.~~ The 7 subject areas are as follows: ~~Math, Science, Language Arts (English), Social Studies, P.E./Health, Wellness/ Careers, and Electives.~~ Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

At the end of the school year, an Academic Review Team (ART) consisting of guidance, administration, and special education (if needed) personnel from both the junior high and the high school ~~will~~ **may** meet to consider ~~all~~ students who did not meet the minimum promotion requirements. The team will examine all student educational records including grades, attendance, effort, discipline, standardized test scores, and other extenuating circumstances before making recommendations for placement in the 9th grade or retention in 8th grade.

7th Grade

To be successfully promoted to the eighth grade, seventh grade students ~~must pass 6 of the 7~~ **need to demonstrate sufficient progress on grade level standards in all** subject areas each semester for the year. The 7 subject areas are as follows: ~~Math, Science, Language Arts (English), Social Studies, P.E./Health, Digital Citizenship/ Life Management, and Electives.~~ Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

At the end of the school year, an Academic Review Team (ART) consisting of guidance, administration, and special education (if needed) personnel from the junior high school ~~will~~ **may** meet to consider ~~all~~ students who did not meet the minimum promotion requirements. The team will examine all student educational records including grades, attendance, effort, discipline, standardized test scores, and other extenuating circumstances before making a recommendation for placement in the 8th grade or retention in 7th grade. Norfolk Junior High School personnel will facilitate registration for the appropriate courses.

Note: If a student is required to go to summer school, they will be required to pay a fee for these courses and attendance is mandatory. The cost for the courses will be determined before the beginning of the class depending on staffing, curricular, and facility needs.

REPORT CARDS / PROGRESS REPORTS/Parent Portal

Report cards are issued after each grading period; four times during the academic school year. In addition, progress reports are also issued between each grading period so that parents and students can closely monitor current academic progress. Contact the Guidance office to access the Parent Portal. The grading system at Norfolk Junior High School is as follows:

-Academic Performance Levels for Proficiency Grading

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

Academic Performance Level for Alpha Grading

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

ACADEMIC INTEGRITY

In order to learn as much as possible from the daily classroom activities and assignments, Norfolk Junior High School students are expected to be honest and truthful in presenting their work. Cheating on assignments or tests or allowing others to copy work is not acceptable. It is considered dishonest to present material on an assignment or test as the product of the student's own work when it is the work of another person or plagiarized from another author. It is not acceptable to use material from a web site, book, periodical or other resource without properly giving credit to the source. Cheating and plagiarism will result in disciplinary action and/or loss of credit for the project.

ACCESS TO RECORDS

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 794,157 and Board Policy 5202, the Federal Education Right to Privacy Act (FERPA), Military Recruiters (Board Policy 5012) and other applicable law during regular business hours of the school.

Notice Concerning Directory Information

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

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

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

BIRTH CERTIFICATE

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

COMPLAINTS ON MATERIALS

In the event any parent has a complaint or objection to any such materials, a personal conference with the parent and appropriate school personnel will be scheduled. In order to present a complaint, the parent should specifically explain the nature of their concern using a standard complaint form. The complaint form will include, but not be limited to, the specific instruction, material complained of, the reason for the complaint, and the proposed solution for resolution of the complaint from the parent's perspective. The forms are located in the main office.

DEMOGRAPHIC CHANGES

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

EXEMPTION PROCEDURE

When a parent believes it is appropriate for his/her student to be excused from testing, classroom instruction or other school experiences that the parent finds objectionable, the parent will present in writing on the standard complaint form described above, the basis for the parent's concern and a proposed solution for the objection that would be satisfactory to the parent.

It shall be the policy of the District to notify parents/guardians when a school-sponsored survey will be administered. The nature of the survey, the date and time the survey will be administered, and the purposes for which the uses of the resulting information will be included in the notification. Copies of the instrument to be used will be available for parent examination in the Principal's Office of each building. After examination of the survey instrument, any parent who wishes to have their child exempted from completion of the survey must do so by means of a written request to the building Principal.

SCHEDULE CHANGES

If students want / need to change an elective course, they will have only five school days from the beginning of the course to get the class changed on their schedule. It would be difficult for students and teachers to catch up on coursework missed for more than five days. It is important for students to be in their desired courses from the beginning in order to receive the most benefit from the courses. Student requests for dropping and adding elective classes will be honored only after parent permission has been received in the Guidance Office through notes or phone calls. Additionally, the requests will be honored only if the changes will work in the students' schedules and if there is space available in the courses.

SECURING A TEACHER'S HELP

Teachers are in the school building from 7:45 a.m. until 3:45 p.m., and they are willing to help students individually during the school day. An appointment can also be made if for some reason this time period is not suitable. Students are encouraged to seek additional help from teachers when they are having trouble with classroom work, and they should receive a pass from the teacher if the time is before 7:45 a.m.

STUDENT GUIDELINES FOR Advisory

Advisory is a home room / study hall type class opposite lunch for our junior high students. Advisory class has been added to the daily schedule to provide students with opportunities to increase their leisure reading time, increase student exposure to print materials, and give students an opportunity to complete homework and make-up assignments if needed.

Criteria for students in Advisory class:

- Everyone brings required materials each day to class. Basic required items are: Personal reading book, daily planner, personal binder or organizational tool with appropriate materials (pen, paper, etc.) and assignments to complete.
- Students need to be prepared daily for Advisory class and they will only be allowed to leave Advisory class at the teacher's discretion.
- Students may use Advisory time to leisure read or work on homework at the teacher's discretion.
- Reading materials should be chosen outside of reading time. Students may be given access to the media center during Advisory time at the teacher's discretion.

TESTING

It shall also be the policy of the District to notify a parent/guardian when the student will participate in standard norm-referenced or criterion referenced tests such as, but not limited to, MAPS and NSCAS tests. When reasonable to do so, the parent/guardian will be notified where a sample of the test might be examined and the date upon which the test will be administered.

NPS HARASSMENT POLICY

Additional information regarding the district harassment policy is available on-line under Board of Education Policy 5401.

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

A. Elimination of Discrimination.

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

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, (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. *Name-calling,*
- b. *Teasing or taunting,*
- c. *Insults, slurs, or derogatory names or remarks,*
- d. *Demearing jokes,*
- e. *Inappropriate gestures,*
- f. *Graffiti or inappropriate written or electronic material,*
- g. *Visual displays, such as cartoons, posters, or electronic images,*

- h. Threats or intimidating or hostile conduct,*
- i. Physical acts of aggression, assault, or violence, or*
- j. Criminal offenses*

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim. The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

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

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.

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

j. Recommending changes to this policy and grievance procedure.

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

7. Preventive Measures:

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

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Reaffirmation: February 14, 2022

Acceptable Use of Internet and Other Electronic Resources

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

STUDENT FEES POLICY

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

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

- (1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- (2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable.
- (3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may

be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

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

(6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.

(7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

(8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will receive one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.

(10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

(1) Participation in before-and-after-school or pre-kindergarten services: Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.

(3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.

(4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.

(5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota). Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

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STUDENT FEE LIST

Activity Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of **\$35.40**.

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of **\$50.60**, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form prior to the start of their first activity.*

Activity Fees' Requirements – Grades 7 & 8 (as follows)

Activity	Junior High (Gr. 7-8)
21st Century Learning Center Participation Fee (Aftershock)	2 Days: - \$25.00 per quarter 3 or more Days: \$50.00 per quarter
Participation Fee w/ Activity Card	\$50.00 \$60.00 /year
Band Instrument Rental (school owned)	\$30.00/semester
Band Black Dress Pants	\$20.00/year
Orchestra (Lesson/Method Book)	\$12.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests	\$25.00/year
Summer School	\$20.00/session
Technology Fee	\$35.00/year
Volleyball (Travel Team only)	\$20 Black Spandex

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

*Applicable to student in 1 to 1 technology environments.

*Additional cost may occur for solo and ensemble competitions

Athletic Physicals

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

Fund Raising

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

Penalties

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

Student Fee Fund

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

Severability Clause

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

NPS STUDENTS' RIGHTS AND RESPONSIBILITIES

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

August 2022

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

Norfolk Junior High's Positive Behavior Interventions and Supports center on teaching our students to be Responsible, Respectful, Resourceful, and Resilient. All our building and classroom expectations will relate back to those 4 main ideas in relation to behavior. It is expected that students will conduct themselves in a manner, which is considerate of others, respectful of property and mindful of the good of all.

Students should therefore:

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

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

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

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

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

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

III. ATTENDANCE POLICY

- A. Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness.
- B. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building Principal, Assistant Principal, or Dean of Students-is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.

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

H. Long-term suspension/expulsion: Long-term suspension shall mean the exclusion of a student from attendance in all schools within the Norfolk Public School System for a period of time exceeding five but less than 20 school days. **Expulsion** shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances
 - a. **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
 - b. **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
 - c. **Special Circumstances involving firearms.** Expulsion period not less than one calendar year.
2. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
 - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
 - c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

- e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
- f. Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles; 5) Tasers.

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

The term "destructive device" means

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

- h. Engaging in the unlawful possession, be under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage
- i. Public indecency.
- j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
- k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
- l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.

3. **Procedure for long-term suspension/expulsion:** The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal (*Building Principal, Assistant Principal, Dean of Students*) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If

- a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services office. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
- c. Such written notice shall include the following:
1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
- d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
- e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- f. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
- g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
- h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
- i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.
4. Alternative Education Program During Expulsion
- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

NPS STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

August, 2022

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

All students in grades 7-8 may be excluded from participation in extracurricular activities for the following infractions:

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

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

Activities Covered

All students engaged in activities, such as:

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

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

Rules/Standards

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

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

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

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

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

Exclusions

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

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

First Offense

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

Self-Reporting

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

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

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

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

The Self-Report option is only available for first-time offenders once during their Jr. high school (grades 7-8) career.

Second Offense

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

Third Offense

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

Fourth Offense

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

Procedures for Disciplinary Consequences

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

The administration shall, as soon as is reasonably possible:

- Summarize in a written statement to the student and the student's parent or guardian, the student's alleged conduct or violation of the rules or standards.
- Make a reasonable effort to establish a conference between the parent or guardian and the student with the appropriate personnel before the student rejoins the activity.
- File a copy of the written summary with the Building Head Principal.
- If the administrator (i.e., Assistant Principal/Dean of Students) makes a decision to discipline a student who is participating in an extracurricular activity and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian shall file the appeal within five school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within seven calendar days from the date that the appeal is received.

- If the parent or guardian does not accept the decision made by the Building Head Principal, he/she may appeal, within five school days, to the Director of Student Services. The Director of Student Services shall review the incident and the disciplinary action imposed by the Building Head Principal. The Director of Student Services shall inform the parent or guardian of his/her decision within seven calendar days from the date the Building Head Principal- decision is appealed.
- If the parent or guardian does not accept the decision made by the Director of Student Services, he/she may appeal, within five school days, to the Superintendent of Schools. The Superintendent shall review the incident and the disciplinary action imposed by the Building Head Principal and/or the Director of Student Services. The Superintendent shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- If the parent or guardian does not accept the decision made by the Superintendent of Schools, he/she may appeal to the Norfolk Board of Education, within five school days. The Norfolk Board of Education shall review the incident and the decision made by the Superintendent of Schools. They shall inform the parent or guardian of their decision within thirty calendar days from the date that the appeal is received. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services and the Superintendent of Schools or the Norfolk Board of Education.

STUDENT SERVICES AT NJHS

Student's Rights and Responsibilities

- I have a right to learn and a responsibility to do my best.
- I have a right to be myself and a responsibility to accept other's differences.
- I have a right to feel safe and a responsibility to look out for others.
- I have a right to be heard and a responsibility to listen to others.
- I have a right to excel and a responsibility to be a good sport.
- I have a right to use school property and a responsibility to respect it.
- I have a right to get help and a responsibility to ask for it.

With every right comes a responsibility. By taking responsibility, we make our school, our community, and our world a better place.

DISCIPLINE

BEHAVIOR EXPECTATIONS (STUDENT)

Overall, students are expected to follow all directives that are given to them by teachers, substitute teachers, teachers' aides, secretaries, custodians, cafeteria workers, bus drivers, mentors, and administrators. In short, students are expected to complete their classroom assignments and to treat everyone in the building respectfully and to do their part in keeping the building clean. In addition to the items in the Code of Conduct, the following items are enforced: Students are encouraged to help make their time at Norfolk Junior High both pleasant and beneficial. Students at Norfolk Junior High are expected to be safe, responsible, and respectful.

BUS CONDUCT

Riding school buses will be considered an extension of the school day; therefore, the following rules and regulations must be observed. Bus transportation is a privilege and student usage may be restricted for violations of bus regulations. The safety of students on the buses is our top priority and students who create unsafe conditions through their behavior or words will be disciplined accordingly. Misbehavior by students who choose to break these rules may be assigned consequences such as detentions, short/long term suspensions and removal from the bus completely. Students unable to ride the bus due to disciplinary action must make alternate ride arrangements.

Expectations for students riding school buses:

- Sit quietly and refrain from rowdy conduct.
- Be completely quiet when the bus is near a railroad crossing.
- Observe the same conduct as in the classroom and follow all school rules.
- Be courteous.
- Immediately comply with driver's directions.
- Profane language is not permitted.
- Eating or drinking while on the bus is at each driver's discretion.
- Keep the bus clean.
- Obey the bus driver.
- Absolutely no tobacco products or alcohol will be allowed.
- Respect others.
- Respect school property.
- Stay in your seat at all times.
- Keep head, hands and feet inside the bus at all times.
- The bus driver is authorized to assign seats.
- Have proper respect for homeowner's property while waiting for the school bus.
- Students may ride only their designated bus unless prior written permission has been received from an administrator.

Continuum of Consequences for Inappropriate Bus Behavior

These consequences are general guidelines and may be adjusted due to the duration, severity, and intensity of the situation.

1st Intervention: --Warning / Student conference with administration/ parent phone call / possible detention. Driver may assign student to different seat.

2nd Intervention: – Parent phone call / possible removal of bus privileges for the next day and/or up to seven school days. Possible detention/ ISS (1-3 days) / Bus letter sent home. Assigned seating on the bus for rest of quarter.

3rd Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for seven school days up to 30 school days. Possible ISS (3-5 days). Written plan for improvement will be developed and implemented. Bus letter sent home. Assigned seating on the bus for rest of the semester.

4th Intervention: Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for up to 60 school days. Possible OSS (1-3 days). Written plan for improvement will be developed and implemented.

5th Intervention: Parent meeting with administration. Possible OSS (3-5 days). Removal of bus privileges for rest of school year. **These consequences are cumulative for the academic school year.**

Credit for Course Work during Suspension

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

Detentions

Detentions will be assigned to students who engage in irresponsible behavior. Detentions must be served after school unless permission granted by a school administrator to do it before school. Students unable to serve a detention on the date assigned must notify the office. Failure to appear for a detention will result in the detention time being doubled.

Discipline at School Functions

Students are expected to behave in an orderly and appropriate manner as listed in the district's **Rights and Responsibilities** and the school's discipline code while attending school or any school function on school grounds (parking lots included) or elsewhere. Students are also expected to follow school rules at activities (parking lots and activities near or in vehicles at Memorial Field are also subject to the code of conduct) and

at any out of town school events. If students choose to act in an inappropriate fashion, they will receive consequences consistent with the severity, intensity, and frequency of their actions. Students may conference with teachers, parents, and/or administration and/or may receive detentions, in-school suspensions, out-of-school suspension, expulsions, or additional consequences as determined by administration as a result of inappropriate behavior. Detentions occur at the end of the school day from 3:30 pm to 3:50 pm. There are no morning detentions in the office. In-school suspension begins at 8:00 am and ends at 3:30 pm. Parents are encouraged to call teachers and the administration concerning discipline in the classroom or at other school functions.

DRESS CODE
STUDENT ATTIRE GUIDELINES

Personal appearance and clothing worn to school should not violate the rules of decency, offend the standards of others, promote unsafe conditions, or detract from the educational process. Violators will be required to change into appropriate clothing. Students missing time from class to correct violations will be considered tardy. If parents or students have any questions, they should call school administrators at 644-2516 before they purchase clothing. When possible, we ask that parents examine student dress carefully before students leave for school. School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.

Criteria for Student Attire:

- Shirts that expose student midriffs are not permitted. All shirts worn must keep the top of the shoulder covered (tank top straps must be at least 2 inches in width), fit well in the armpit area, and not have a plunging neckline. **Shorts need to have a minimum 2.5 inch inseam.**
- Shoes must be worn at all times. Slippers are not permissible. Flip-flops and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with the school's policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or "double" meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school. Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- Caps, hats, and other headgear are not to be worn in the building. Once students are outside the building they may wear headgear in an appropriate fashion. Caps and hats must be stored in lockers.
- Wearing or carrying bandanas or colored handkerchiefs (by males and females) will also not be permitted. Bandanas or accessories that have been identified as possible gang paraphernalia will be confiscated immediately and will be returned only upon parent request and conference.
- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, cigarette brands, etc are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considerate appropriate
- Clothing usually worn as undergarments or pajamas cannot be worn as outer garments; (specifically boxer shorts) and will not be permitted.
- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Dress appropriately for the weather of the day. Skirts and dresses need to be a modest length meeting the same requirement as shorts.
- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest and must follow the 2.5 inch inseam rule.
- Spiked jewelry/accessories may not be worn at school or at school activities. Wallet chains are permitted as long as they are not over 12 inches in length. Any additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- Facial make-up, jewelry accessories, or body piercing must also be appropriate for school settings and not disrupt the learning environment. Jewelry or accessories worn through pierced body parts may be seen as unsafe. Students must remove these for physical education classes and/or other activities deemed necessary for a safe and orderly learning environment by the instructor or administration.
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waists.

The administration reserves the right to make decisions and make rule revisions at any time to protect the integrity of the educational programs and to assure the well being of all students.

Code of Conduct

This is the guide used by Norfolk Junior High to conduct disciplinary action. The code of conduct allows for interpretation by the administrative team. Assaults/ Fighting

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
A1	Assault on student without injury	OSS 3-5 days Notify parents and police. Possible recommendation for expulsion.	OSS 5 - 19 days Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
A2	Assault on student with injury.	OSS 5-10 days Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days Notify parents and police. Recommendation for expulsion.	
A3	Assault on school personnel, with or without result of injury	OSS 10-19 days Notify parents and police. Recommendation for expulsion.		
A4	Fighting	OSS 3-5 days Notify parents and police.	OSS 5 - 10 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.

Additional Information:

The level of violence may affect the length of the suspension.

If both students throw "punches," both are considered to have fought and using self-defense is not a defense.

Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight. Mediation (peer or adult assisted) may be a condition of a student's suspension.

Threats/ Intimidation

(The nature of the threats may affect the length of the suspension.)

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

Weapons, Firearms, Nuisance Items

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
B1	Weapon	ISS/OSS 5-19 days Retain the object. Notify parents & police. Possible recommendation for expulsion.	Retain object. Notify parents & police. Recommendation for expulsion.	
B2	Firearm	Mandatory 1 calendar year expulsion.		
B3	Nuisance or dangerous items; stink bombs, squirt guns, snowballs, etc.	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days Notify parents.	OSS 3-5 days Notify parents.

* Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility on page37.

Drugs, Alcohol

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
C 1	Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation "Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 10-19 days. Notify parents and police. Refer to counselor for substance abuse intervention. Possible recommendation for expulsion.	Recommendation for expulsion.	
C 2	Selling or offering a controlled substance, or placebo/look-alike/imitation prescription drug, alcohol, and intoxicant of any kind.	Recommendation for expulsion.		
C 3	Possession of drug paraphernalia or sale of.	OSS 5-19 days. Notify parents and police. SCIP referral. Possible recommendation for expulsion.	OSS 10 -19 days. Notify parents and police. SCIP referral. Recommendation for expulsion.	Recommendation for expulsion.

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
D1	Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2	Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

Fire Setting, Arson, Graffiti

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
E1	Fire setting, arson	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.	
E2	Graffiti or causing damage to school property or private property.	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
E3	Signaling false fire alarm, tampering with/misuse of vape detectors , defibrillators, fire extinguishers or any dangerous / emergency equipment.	ISS/OSS 3-5 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion. Restitution as required.	OSS 5-19 days. Notify parents, police and fire marshal. Reimburse district for loss. Possible recommendation for expulsion. Restitution as required.	Recommendation for expulsion.

Theft

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
F 1	Theft or attempted theft of school or private property	ISS/OSS 1-3 days. Notify parents and may notify police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F 2	Wrongful possession of school or private property.	May ISS 1-3 days. Notify parents. May notify police.	May OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F 3	Knowingly receiving stolen school or private property.	ISS 1-3 days. Notify parents & may notify police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.

Tobacco, Lighters/ Matches

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
G1	Use, or offering to others, tobacco/vapor products (dipping, smoking, e-cigarettes, vapor products & etc.)	ISS/OSS 1-3 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 3-5 days. Notify parents. SCIP referral. Confiscate item (s).	OSS 5 days. Notify parents. SCIP referral. Confiscate item (s).
G2	Possession of matches or lighter e-cig /vapor pipe, vape products, chewing tobacco or cigarettes.	ISS/OSS 1-3 days. Notify parents. Confiscate item(s).	ISS/OSS 3-5 days. Notify parents. Confiscate item(s).	OSS 5 days. Notify parents. Confiscate item(s).
G3	Continually present during vape detector activations	Meet with Administration/Formal Warning	ISS 1-3 days and/or Student placed on no pass/no public restroom list.	ISS/OSS 1-5 days

Harassment

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
H 1	Written or Oral Harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background	Conference with administrator. Detention/ May ISS/OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.	OSS 3- 5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.

H 2	Visual harassment: offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. Detention/ May ISS / OSS1-3 days. Possibly notify parents or police	ISS/OSS 1-5 days. Notify parents. Possibly notify police. Conference with administrator.	OSS 3-5 days. Notify parents. Notify police. Conference with administrator
H3	Physical Harassment: Intentional or obvious unwelcome or offensive physical contact	ISS/OSS 1-5 days. Notify parents & may notify police. Possible recommendation for expulsion.	OSS 1-5 days. Notify parents & police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents & police. Recommendation for expulsion.
H4	Sexting: Possession of images or sending sexually explicit photographs of minors via cell phone or other electronic devices.	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	

**** Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility on page 37. The victim of any harassment incident may take action beyond the scope of building discipline.

Violations of School Rules

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
I 1	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information.	Detention/ISS 1-3 days. Notify parents. Conference with administrator.	Detention/ISS/OSS 1-3 days. Notify parents. Conference with administrator.	ISS/OSS 3-5 days. Notify parents. Conference with administrator.

I 2	Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.	Detention/ISS 1-3 days Notify Parents	Detention/ISS/OSS1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.
I 3	Disruption while in ISS	OSS for the remaining day (s) of suspension. Re-serve ISS the following day.	OSS for the remaining day (s) of the suspension. Re-serve ISS the following day.	OSS for the remaining days of the suspension. Re-serve ISS the following day.

I 4	Use of electronic devices i.e. Cell phones, cameras, smartwatch, radios, laser pens, etc. Prior approval for educational purposes is exempt.	Teacher conference with student about appropriate use of electronic device.	Teacher conferences with student about appropriate use of electronic device. Teacher contact parent about inappropriate use of electronic device.	Confiscate device and bring to administration office.
I 5	"NO SHOW" to an after school detention assigned by an administrator or a tardy detention.	Detention doubled for first "NO SHOW".	ISS 1 day and serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.
I 6	Lunchroom misconduct.	Detention/ Supervisor may assign student alternative seating in the lunchroom.	Administrator may assign seating/ suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/ suspension from the lunchroom 1-10 days. Notify parents.
I 7	Inappropriate/Fraudulent use of school phone, computers or electronic devices.	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 3-5 days. Notify parents. Loss of privilege. May notify police.
I 8	Buying or selling food, drinks or any other unauthorized Material, including inappropriate /unauthorized use of student ID number.	Office Detention Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I 9	Falsifying or altering signatures; misrepresenting or calling self in.	Conference with teacher or admin. May ISS 1-3 days Notify parents.	ISS 1-3 days. Notify parents & admin.	OSS 1-3 days. Notify parents & admin.
I 10	Gambling in any form; pitching coins, dice, wagering with cards, etc.	Detention/ISS 1-3 days. Conference with administrator. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I 11	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents may pick up item at the end of the day. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up item. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up May ISS 1-3 days.

Truancy / Loitering

I 12	Truancy (1 Period)	Detention. Notify parents.	Detention/ISS 1-3 days. Conference with administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.
I 13	Truancy (2 or more Periods)	ISS 1-3 days. Conference with Administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.
I 14	Unauthorized entry into any unsupervised school area.	Conference with administrator. ISS 1-3 days. May notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents. May contact police.	OSS 1-5 days. Notify parents.
11 5	Loitering	Conference with administrator. May issue detention.	Detention. ISS 1 -3 days. Notify parents.	ISS 1-3 days. Notify parents.
I 16	Leaving school without following procedure	Conference with administrator. Notify parent. Student will be marked unverified. May ISS 1-3 days.	May ISS 1 –3 days. Notify parents. Student will be marked unverified	ISS / OSS 1-3 days. Notify Parents. Student will be marked unverified.

Miscellaneous Violations

I17	Unprepared for class	Conference Teacher notifies parent.	Conference/ Detention Teacher notifies parent	Student/Teacher contract. Teacher notifies parent. Student and /or parent conference with team. Develop written plan of action.
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I18	Cheating on Tests and quizzes.	Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation.	Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher.	Parent Conference at school w/ administration.
I19	Violation of other school rules and regulations.(i.e. Eating food outside the cafeteria, bringing pop into building, etc.)	Warning issued to student. Confiscate and retain items. Notify parents.	Detention 1-3 days. Administration may confiscate and retain items. Notify parents.	ISS 1-3 days. Administration may confiscate and retain items. Notify parents.
I20	Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I21	No show for a teacher detention.	Original detention to be served with teacher. Teacher will contact parent.	Office detentions. Teacher will contact parent	Detentions or may ISS 1 -3 days
I22	Misbehavior for a guest teacher	Detentions or consequences as assigned by the teacher. Teacher will contact parents.	Conference with administrator. Teacher notifies Parent. Office detention / May ISS 1- 3 days Additional consequences may be administered by teacher.	May ISS (1-3 days). May OSS (1-3 days). Parent conference. Additional consequences may be administered by teacher.
I23	Bus Behavior: Additional consequences apply for repeated incidents after 3 rd intervention.	Warning/ Conference/ Parent Call Assigned seating. Possible detention.	Parent call. Possible removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I24	Dress Code	Warning. Clothing Changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I25	Continual Violation of School Rules	Parent Conference with an administrator. May OSS 1-3 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days

SOCIAL MORATORIUM

Students committing violations in Student Code of Conduct may also be issued a social suspension **effective until the satisfactory completion of a behavior contract.** ~~for up to the remainder of the current semester.~~ Students receiving a social suspension would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions.

Norfolk Public Schools
Norfolk, Nebraska
August, 2022

Dear Students, Parents, and Guardians:

The Norfolk Public Schools' staff is excited to partner with you throughout the ~~2021-2022~~ **2022-2023** school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

Norfolk Public Schools
Norfolk, Nebraska
August, 2022

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

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

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

Senior High Administration

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

Guidance Counselors Begin with Students Last Name

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

Administrative Assistants

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

NORFOLK HIGH SCHOOL
From the desk of the Principal

Dear Parents, Guardians and Students of Norfolk High School,

Welcome to the **2022-2023** school year. I am excited and honored to serve as the principal of Norfolk High School. Along with this dedicated team of teachers and staff, I am ready to continue the process of creating exceptional and effective learning opportunities. Together, with your support, input, and cooperation, we can offer our students the best possible programs and opportunities.

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

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

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

Sincerely,
Dr. Derek Ippensen
Principal, Norfolk High School

Norfolk Public Schools Vision Statement

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

Norfolk Public Schools District Mission Statement

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

Norfolk High Fight Song

On For Norfolk High School

On To Victory

Panthers of Norfolk

Always Fight For Thee RAH, RAH, RAH

On To Win The Battle

With All Our Might

Panthers Of Norfolk

Maroon And White

NHS Bell Schedules

8:00 am to 3:25 pm

Period

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

8:00 am to 2:00 pm

Period

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

Lunch Periods

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

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

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ACADEMIC INFORMATION

Academic Awards

Graduating with Honors

Students who graduate with honors will wear white cords at graduation. Students who earn this recognition in grades 9 - 12 must: Have a cumulative grade point average of at least 3.89.

Graduating with Distinction

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

- Have a cumulative grade point average of at least 3.89.
- Successfully complete four years of Math. Algebra 1 in eighth grade will satisfy one year.
- Successfully complete four years of literature and composition courses excluding Basic English I & II in addition to the Speech requirement.
- Successfully complete three years of Science, which may include only the following: Physical Science, Biology, AP Biology, Chemistry, AP Chemistry, Physics, AP Physics, Anatomy & Physiology.
- Successfully complete two years of the same Foreign Language.
- Successfully complete at least 50 credits each school year regardless of summer school attendance.
- Successfully complete at least one weighted grade course with a minimum non-weighted grade of 70% or a dual credit course.
- Not be an early graduate.

Graduating with Highest Distinction

Students who “graduate with highest distinction” will be limited to the top 5% of the graduating class. This number will be determined as a percentage of the candidates for graduation as of **February 1 - May 1**. These students will wear white gowns at graduation.

Students who earn this recognition in grades 9 - 12 must:

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

Honor Roll

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

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

Norfolk Senior High All A’s Award

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

- All courses including nine-week courses count toward this award.
- First time award winners receive a Bronze Medal.
- Second time award winners receive a Silver Medal.
- Third time award winners receive a Plaque.

Norfolk Senior High Science Award

Students must have a cumulative grade point average of at least 3.89. Students must obtain a 3.0 or higher in at least four science classes in grades 10-12 with at least one class from each of the following categories:

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

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

- Cumulative grade point average of at least 3.75.
- Composite ACT of 25 or higher or a comparable SAT score.

Academic Achievement Award:

- Cumulative grade point average of at least 3.89.
- Completed during the current school year a minimum of fifty credits of which thirty credits were from English, math, science, and/or foreign language.

Principal’s List

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

College Visits

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

Finals Policy

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

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

Grade Classification

Students are classified annually according to the following credits:

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

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

Grading Scale

The grading system for Norfolk Public Schools is as follows:

Target Score	Percent Score	GPA Score	10% Advanced Placement Bump
4	100	4	4.4
3.5	99	4	4.4
3	98	4	4.4
2.5	89	3.375	3.7125
2	80	2.25	2.475
1.5	70	1	1.1
1	61	0	0

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

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

Minimum Required Course Load Per Semester

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

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

Physical Education Grades

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

Registration

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

Schedule Changes

Spring registration is considered final. Schedule changes will occur only if a mistake has been made in scheduling or if a student has failed required classes needed for graduation. The NHS Master Schedule of classes is composed, teachers are hired and assigned, rooms are assigned, facilities are built or adjusted, and supplies/materials are purchased based upon the number of students registered for specific classes. Therefore, wholesale schedule changing would not only affect the carefully planned outline of the student's high school career, but

it would also nullify the efforts made in constructing a well-developed Master Building Schedule for all students and teachers. If you have a problem or discover a mistake in your schedule, continue to follow the assigned schedule until you visit with your counselor (an appointment will probably be required). Do not miss the class in question while waiting for your counselor. Make an appointment before or after school or during a free period. If you do not present your teacher with a guidance appointment slip before you have a conference with your counselor, you will receive a grade of zero for the time(s) missed.

Required Courses for Graduating

Language Arts, must include: 40 credits

- 10 credits of English 9
- 10 credits of English 10
- 10 credits of composition/literature
- 5 credits of speech
- 5 credits of elective courses in the area of language arts

Social Studies, must include: 30 credits

- 20 credits of American History
- 5 credits of world cultures/geography
- 5 credits of government

Science, must include: 30 credits

- 10 credits of physical science
- 10 credits of biology
- 10 credits of elective courses in the area of science

Mathematics, must include: 30 credits

- 10 credits of algebra
- 10 credits of geometry
- 10 credits of elective courses in the area of mathematics

Physical Education: must include: 10 credits

Computer Technology: must include: 5 credits

Personal Finance: 5 credits – starting with class of 2024

Electives, must include: 85 credits

- Eighty-five credit hours of elective courses in the content area(s) of student's choice
- Class of 2024 will only need 80 elective credits with the addition of Personal Finance**

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

Requirements for Graduation

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

Schedule Changes

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

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

Transfer Credit/Correspondence Courses

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

Weighted Grades

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

SCHOOL POLICIES AND REGULATIONS

Access to Records

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

Notice Concerning Directory Information

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

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

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

Activity Cards

Any student may purchase an **activity card for \$35 40**. The Activity Card allows students to attend all NHS home games, the opening night of plays and musical. It is not valid at NSAA sponsored activities (districts and state tournaments) or the Northeast Nebraska Track Classic.

After School Events

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

Attendance

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

Attendance - Prearranged Absences

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

Attendance - Tardiness:

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

Attendance - Truancies/Unexcused Absences

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

- Fail to report to school and do not have an excuse from parents or guardians within 24 hours.
- Leave the building without checking out with the main office or school nurse and/or fail to have a parent call before leaving school.
- Are not in their assigned class, but remain in the school building without permission. Students that remain unexcused will face disciplinary action as per school policy.
- **If a student is unverified for the same period for 3 consecutive days will result in ISS over detention time.**

Book Bags/Backpacks/Duffel Bags

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

Bicycles

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

Birth Certificate

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

Breakfast Program

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

Cafeteria

A well-balanced Class "A" hot lunch is provided during the school year for all students. The School Board determines the cost of a lunch. All meals are served in the cafeteria. In addition to the regular lunch the Cafeteria provides several items ala Carte each day. Sack lunches must be eaten in the cafeteria or the student center. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TDD). USDA is an equal opportunity provider and employer." The forum area is not to be used for eating purposes. **Food, drink, or snack items may only be consumed in the cafeteria, the student lounge, or other designated area.** After eating you may visit in the cafeteria, student lounge forum. Because classes are being held, students may not loiter in the hallways or locker areas.

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

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Cell Phone/ Electronic devices Policy

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

Class Officer Nominations

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

Counseling Center

There are four Guidance Counselors at Norfolk Senior High School. Each one is assigned to a part of the alphabet. If you have a problem of any kind, feel free to go to the guidance office and visit with one of the counselors. Guidance services are for your benefit. The counselors can help make the most of your high school years and plan wisely for the future. Some of the more important matters, which the counselors can help you with, include the following:

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

Credit for Course Work during Suspension

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

Demographic Changes

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

Detentions

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

Discrimination

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

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

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

Emergency Exclusion:

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

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

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

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

Equal Treatment of Students

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

Procedures

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

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

Extra-Curricular Activity Participation

Students must attend the ½ day (or ½ of their assigned courses) performance). **Students must attend the 4 periods before their activity dismissal or the end of the day.** When in doubt consult with school athletic director regarding eligibility *immediately prior* to participating in any school activity (practice or competition.)

Fines

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

Grievance Procedure

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

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

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

Harassment

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

Hazing

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

Health Services

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

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

Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

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

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

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

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

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

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

Identification Cards

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

Immunization / Physical Examination Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in **August, 2022**:

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

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

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

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

Lockers

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

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

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

Lost and Found

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

Make Up Work

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

Media Center

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

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

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

Multicultural Policy

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

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

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

National Honor Society

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

Open Campus

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

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

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

Parental Involvement In Education (LB 1161):

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

Parking

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

- Parking on the grass, visitors area, assigned areas, bus loading zones, islands, are prohibited and will result in being ticketed.
- Parking spaces in front of the apartment buildings are for residents only.
- Do not park in front of mailboxes or driveways.
- Respect the other vehicles parked in the parking lots.
- Report all accidents to the SRO and Security.
- Lock your vehicle and keep all valuables out of sight.
- Mace/pepper spray – students may carry a small travel size bottle of mace on their keychain if it is kept in their lockers through the day. Any use of mace/pepper spray other than self-defense purposes will result in disciplinary action.

Violations will be ticketed:

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

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

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

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

Participation Fee

The Norfolk School Board initiated a **Participation Fee of \$50- 60**. All students participating in an activity in which the sponsor is paid as an extra-duty must pay this fee. The fee is **\$50 60** whether the student is involved in 1 activity or 10. This fee includes an Activity Card required by the Senior High. In the student fees policy the participation fee is referred to as an "activity fee."

Passes

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

Passing Time

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

Permit to Leave the Building

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

Photographs/Press Releases

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

Physical Examinations

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

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

Police Interviews - Policy 5413

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

Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

Notice Concerning Designation of Law Enforcement Unit:

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

Notification Of Concern

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

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

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

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

Royalty Selection

Homecoming King and Queen:

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

Winter Royalty King and Queen:

- Candidates for the Winter Royalty King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two consecutive semesters prior to the election.
- Students who were candidates for Homecoming King and Queen and students who have graduated early will have their names removed from the lists. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- The senior boys will select the Queen candidates, and the senior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

Prom King and Queen:

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

School Dances

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

School Hours

Norfolk High School is open for general student usage from 7:45am until 3:40 pm daily (7:45 am to 2:15 pm on Wednesdays). Students meeting with teachers or involved in activities are expected to remain in those areas. Doors 1 and 16 will be opened for students on school days beginning at 7:00 am and will be locked at 8:10 am. Students arriving before 7:00 am may sit in the vestibule at door 1 or 16. Students arriving at 7:00 am will sit in the school cafeteria, forum, or student lounge. After school all students not meeting with teachers, in school activities, or in detention are to leave the building promptly.

School Nurse

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

Search and Seizure-Policy 5406

The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines

there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including drug sniff dogs, will be contacted when circumstances dictate.

Smoking and Profanity

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

Social Moratorium

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

Special Education

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

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

How does a child qualify for a special education program?

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

Staff Qualifications

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

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

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

Please note that Norfolk High school is not Title 1 school, however, Norfolk Public Schools does receive Title monies.

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

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

Student Behavior

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

Student Discipline

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

Student Dress Code-Policy 5101

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

Guidelines

- Advertising or promotion of violence/firearms, alcoholic beverages, tobacco, and illegal drugs is not permitted. This includes jewelry.

- Attire that contains vulgar or offensive language, or is sexually explicit, indecent, or lewd.
- All shirts worn must, fit well in the armpit area, and not have a plunging neckline
- Two-piece outfits must touch at the waist. Bare midriffs are not permitted. Skirts and dresses are to be appropriate and modest.
- Shoes must be worn at all times. Slippers are not acceptable.
- Clothing usually worn as undergarments cannot be worn as outer garments. All undergarments (ie; bra, underwear, boxer shorts etc.) should be covered at all times.
- The wearing of caps or hats or hoods will not be permitted. Caps or hats or hoods must be removed upon entering the building. Wearing or carrying bandannas or colored handkerchiefs will not be permitted. (Violations will result in hats and bandanas being confiscated until the end of the school year.)
- The wearing of jeans with holes, slashes, or cuts will not be permitted if they occur above mid-thigh.
- **In order for any clothing item(s) to be considered school appropriate they must cover a person's chest/cleavage, midriff, and buttocks at all times.**
- Chains that are connected at both ends to clothing or wallets/billfolds and are not longer than 12 inches will be permitted if the chain is appropriate for school.

Dress Code Violation Consequences

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

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

Student Rosters/Student Photos

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

Student Visitors

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

Student Withdrawal

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

Study Hall Expectations

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

Students may not:

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

Students must:

- Be in the room before the bell rings.
- Bring materials to study hall.
- Follow the instructor's directions.

- Report back from a pass before the bell.

Technology

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

Specifically, Norfolk Senior High School reserves the right to inspect all network files without specific permission with reasonable cause in the interest of system security and integrity. Norfolk Senior High School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain privacy, security and integrity of the Norfolk Senior High School's computing facilities.

Norfolk Senior High does not allow any copying of school-owned or licensed software or data to another computer system for personal or external use without prior approval. In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.

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

Telephones

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

Title VI Indian Education

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

Transportation Guidelines

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

Video Surveillance

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

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

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

STUDENTS' RIGHTS AND RESPONSIBILITIES IN NORFOLK PUBLIC SCHOOLS

AUGUST, 2022

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

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia

(except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-a-likes. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

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

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

III. ATTENDANCE POLICY

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

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

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR: SUSPENSION OR EXPULSION

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator (Assistant Principal/ Dean of Students) is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified, the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon, as is reasonably possible.
- e. Such suspension may be either "in-school," where in a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where in a student is not permitted to be present on school property. **In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.**
- f. Opportunity will be given students so suspended to make up work missed.
- g. If the building administrator makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian must appeal with the Building Head Principal within 5 school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the building administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within three calendar days from the date that the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Building Head Principal.

Long-term suspension/expulsion:

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

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

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

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

Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.

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

The term "destructive device" means

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

Procedure for long-term suspension/expulsion:

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

- a. The principal (Head Building Principal, Assistant Principal) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although

- the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
 - c. Such written notice shall include the following:
 - 1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 - 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 - 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 - d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
 - f. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
 - g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
 - h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
 - i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined in Section G.1.c. above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

NORFOLK, NEBRASKA

STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

August, 2022

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

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

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

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

Activities Covered

All students engaged in activities, such as:

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

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

Eligibility

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

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

Rules/Standards

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

1. Possess, use, be under the influence of, sell or distribute alcohol or illegal drugs or possess drug paraphernalia.
 - a. In alcohol/drug related incidents, school administration shall recommend to families that students have an alcohol/drug evaluation performed by a qualified drug/alcohol counselor. The purpose of the evaluation is to help the individual student and the family. A list of local agencies is available from the principal, school nurse, or guidance counselor.
2. Possession or use of tobacco.

3. Engaging in any activity which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the state of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
4. Classified as a Class IV or V Misdemeanor under the following categories:
 - a. Tobacco use by minors
 - b. Minor misrepresenting age to obtain tobacco
5. Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
6. Violation of the Norfolk Public Schools' Harassment Policy.
7. Offenses which are not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be unacceptable.

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

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

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

Exclusions

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

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

First Offense

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

Self Reporting

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

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

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

And

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

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

Second Offense

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

Third Offense

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

Fourth Offense

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

Procedures Of Disciplinary Consequences

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

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

NORFOLK PUBLIC SCHOOLS/SENIOR HIGH STUDENT FEE POLICY #5416

STUDENT FEES POLICY

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

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

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

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

(6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.

(7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

(8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will received one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.

(10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

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

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

Date of Adoption: March 9, 2015

Date of Reaffirmation: September 14, 2015

Date of Revision: March 14, 2016

Date of Revision April 11, 2016

Date of Revision: April 10, 2017

Date of Revision: April 9, 2018

Date of Revision: April 8, 2019

Date of Reaffirmation: June 8,, 2020

Date of Reaffirmation: February 14, 2022

Student Fee List

Activity Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of **\$35.40**.

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of **\$59.60**, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form, prior to the start of their first activity.*

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

Activity	Senior High (Gr. 9-12)
Participation Fee w/ Activity Card	\$50.00 \$60.00 /year (All NSAA Activities)
Band Instrument Rental (School Owned)	\$38.00 / semester \$75.00 /year
Band shoes	\$37.00/year
Band Uniform Cleaning	\$15.00/year
Baseball Hats	\$25.00/year
Cheerleading uniform (Shell, Skirt, Pom's and Shoes)	\$125.00/year

Choir Robe Cleaning	\$15.00/year
Show Choir Performance Outfit	\$100 to \$250.00/year
Flags/Color Guard	Up to \$300.00/year
Golf shirt	\$30.00 \$60.00/year
Graduation Cap & Gown	\$50.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests	\$25.00/year
Participation Fee	\$15 \$20.00/year (Non-NSAA Activities)
Pink Panthers (Shell, Skirt, Pom's and Shoes)	Uniform \$125.00 Up to \$125/year Uniform
Soccer Shin Guards/socks	30.00/year
Summer School	\$20.00 per session
Swimming	\$10 cap \$20 goggles + \$100.00 Swimsuit
Technology Fee	\$35.00/year
Tennis Boys	\$40.00 60.00 top and bottom
Tennis Girls	\$70.00 80.00 top and bottom
Volleyball	\$25.00 40.00 (Knee Pads & shorts)/year

* Summer School fees will be collected for courses taken for credit accrual. Courses taken for credit recovery will not be subject to fees.

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

Athletic Physicals

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

Recommended for Specific Courses

Graph Paper-Math

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

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

Parking Permits

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

Graduation Caps and Gowns

In order to participate in commencement exercises students are required to purchase a cap and gown.

Commencement Ceremony - During the commencement ceremony participating students are allowed to wear only items that are distributed by school officials. Items not distributed by school officials cannot be worn on the outside of caps or gowns.

Fund Raising

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

Penalties

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

Student Fee Fund

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

Severability Clause

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

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

Legal References:

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

~~Date of Adoption: July 18, 2002.~~

~~Amended on: April 13, 2020~~

HARASSMENT POLICY (5401) for STUDENTS AND STAFF

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

A. Elimination of Discrimination.

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

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, (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 day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

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

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

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

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

Internet Policy

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

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

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

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

District Truancy Policy

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

Norfolk Senior High School Code of Conduct

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

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

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

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

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

Infraction	1 st Intervention/ Consequence	2 nd Intervention/ Consequence	3 rd Intervention/ Consequence
A1 Assault on student without injury	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
A2 Assault on student with injury	OSS 5-10 days Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.	
A3 Assault on school personnel, with or without result of injury	OSS 10-19 days Notify parents and police. Recommendation for expulsion.		
A4 Fighting	OSS 3-5 days. Notify parents and police.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.

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

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

Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles; 5) Tasers.

From the Norfolk Public Schools Rights and Responsibilities:

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

The term “destructive device” means

- A. any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;

- B. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
- C. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
B1 Weapon	OSS 10-19 days. Retain the object. Notify parents and police. Possible Recommendation for expulsion	Retain the object. Notify parents and police. Recommendation for expulsion.	
B2 Firearm	Mandatory 1 calendar year expulsion.		
B3 Nuisance or dangerous items: stink bombs, squirt guns, snowballs, etc.	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
C1 Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/ imitation “Under the influence” means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 10-19 days. Notify police. Recommend drug/alcohol evaluation. Possible recommendation for expulsion.	Recommendation for expulsion.	
C2 Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind or placebo/lookalike/ imitation	Recommendation for expulsion.		
C3 Possession of drug paraphernalia and or sale of.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion. SCIP referral.	OSS 10-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.

D1 Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2 Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.
E1 Fire setting, arson.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Recommendation for expulsion.		
E2 Graffiti or causing damage to school property, private property	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
E3 Signaling false fire alarm, tampering with equipment, vape detectors , or extinguishers.	ISS/OSS 1-3 3-5 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.
F1 Theft or attempted theft of school or private property.	ISS/OSS 1-3 days. Notify parents and police. Reimburse for loss. Possible recommendation for OSS/expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F2 Wrongful possession of school or private material	ISS 1-3 days. Notify parents. May notify police.	OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F3 Knowingly receiving stolen school property.	ISS 1-3 days. Notify parents. Possible notification of police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
G1 Smoking, offering to others, or use of tobacco / vapor products. (dipping, smoking, e-cigarettes, vapor products & etc.)	ISS/OSS 1-3 days. Notify parents. SCIP referral.	OSS 3-5 days. Notify parents.	OSS 5 days. Notify parents.

G2 Possession of matches, lighter, e-cig /vapor pipe, vape products, chewing tobacco or cigarettes.	ISS/OSS 1-3 days Confiscation of items. Notify parents.	ISS/OSS 3-5 days. Confiscation of items. Notify parents.	OSS 5 days. Confiscation of items. Notify parents.
G3 Continually present during vape detector activations.	Meet with Administration/Formal Warning	ISS 1-3 days and/or Student placed on no pass/no public restroom list.	ISS/OSS 1-5 days
H1 Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic, or verbal comments about an individual's body of a sexual nature or racial background.	Conference with administrator. May ISS/OSS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
H2 Visual harassment: offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. May ISS/OSS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
H3 Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	OSS 1-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.
H4 Sexting: Sharing or sending sexually explicit photographs of minors via cell phone or other electronic devices	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	
I1 Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.	Detention/ ISS 1-3 days. Notify parents.	Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.
I2 Disruption of school activities, i.e. excessive talking, horseplay, play fighting, misuse of passes, etc.	Detention/ ISS 1-3 days. Notify parents.	Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.

I3 Disruption while in ISS	OSS for the remaining day (s) of suspension. Re-serve ISS the following day.	OSS for the remaining days of suspension	OSS for the remaining days of suspension
I4 Use of electronic devices i.e. Cell phones, cameras, smartwatch, radios, laser pens, etc. Prior approval for educational purposes is exempt	Student will be asked to put the phone away where it cannot be accessed	Staff member will confiscate the phone and return it at the end of the period	Confiscate device. Bring to administration-office
I5 NO SHOW to after school detention assigned by an administrator within the given time.	Detention will double or may be assigned to ISS.	Detention will double or may be assigned to ISS..	
I6 Any lunchroom misconduct	Detention.	Suspension from lunch 1-5 days. Notify parents.	Suspension from lunch 1-10 days. Notify parents.
I7 Inappropriate or Fraudulent use of school or public phone/computer/or electronic devices	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 3-5 days. Notify parents. Loss of privilege. May notify police.
I8 Buying or selling food, drinks, or any unauthorized use of a student id number.	Detention. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I9 Falsifying or altering signatures, misrepresenting or calling self in	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I10 Gambling in any form: pitching coins, dice, wagering with cards, etc.	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I11 Wrongful use of skateboard, roller blades, bicycles, etc. on school property	Confiscate. Notify parents. May ISS 1-3 days. Parents must pick up.	Confiscate. Notify parents. May ISS 1-3 days. Parents may pick up at the end of the year.	
I12 Truancy (1 period)	Detention.	Detention Notify parents.	Notify parents. Detention/may assign ISS.

I13 Truancy (More than 3 periods)	Assign to ISS. Notify parents.	Assign to ISS. Notify parents.	Assign to ISS. Administration may remove from course. Notify parents.
I14 Unauthorized entry into any unattended school area	ISS 1-3 days. Notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents.	OSS 1-5 days. Notify parents.
I15 Loitering	Conference with administrator. May issue detention. May contact parents.	Detention. Notify parents. Loss of open campus. May notify police.	ISS 1-3 days. Notify parents. Notify police.
I16 Leaving or entering school without following procedure	Detention.	Detention.	Student will be assigned a detention and assigned to ISS.
I17 Unprepared for class	Warning issued to student by teacher.	Student/teacher contract. Copies to counselor and assistant principal. Teacher notifies parent.	A parent conference must be held with the teacher and an administrator.
I18 Cheating on Tests and quizzes.	Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation.	Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment /assessment at a time convenient for the teacher.	Parent Conference at school w/ administration.
I19 Willful violation of other school rules and regulations (i.e. Eating in forum, bringing pop into the building, dress code violation, etc)	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	Detention. Parent conference. May confiscate and retain items for parents. Clothing changed or corrected.	
I20 Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I21 No show for Teacher detention	Remind student about detention. Parent contacted by teacher.	Teacher refers student to Administration for detention.	Student will be assigned to ISS.
I22 Misconduct for a Guest Teacher	Detention. Parent Contacted by Teacher	Teacher refers student to Administration for detention	Student will be assigned to ISS

I23 Bus Behavior: Additional consequences apply for repeated incidents after 3 rd intervention	Warning/ Conference/ Parent Call Assigned seating. Possible detention.	Parent call. Possible removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I24 Dress Code	Warning. Clothing changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I25 Continual violation of school rules	Parent Conference with an administrator. May OSS 1-3 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days.
I26 Freshmen, Sophomore and Junior students violating the closed campus policy	Detention.	2 Detentions.	3 Detentions. Consequences will increase to ISS and then to OSS.
I27 Willful violation of automobile/motorcycle procedures parking and/or driving	\$5 parking fine. Student Conference with Security/SRO	\$15 parking fine, student conference and parent contact.	\$30 fine, referral to administration, possible loss of parking privileges EVERY Parking violation after the 3 rd ticket will be \$30 fine for each one thereafter.
I28 Violation of Tardy Policy	Detention.	Detention May contact parent.	Excessive Tardies will require further disciplinary actions.

Social Moratorium

Students committing violations in Student Code of Conduct areas may also be issued a social suspension **effective until the satisfactory completion of a behavior contract.** ~~for up to the remainder of the current semester.~~ Students receiving a social suspension would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions.

Bylaws of the Board - Board MembersBoard Member Attendance

Board member attendance is extremely important. All members are expected to be present and on time.

A Board Member who does not physically attend a ~~n-entire~~ Board meeting will be deemed to be ~~unexcused and absent~~ from the Board meeting. ~~Tardy Board Members may vote on items once they are present, but will be counted as absent.~~

The following procedures will be utilized to determine whether an absence is excused:
If a Board Member desires to request their absence be excused, then such Board Member must submit the following information to the Board President and Superintendent at least three days' prior to the Board Meeting: (1) an explanation of why the Board Member is unable to attend the Meeting; (2) an explanation of what steps, if any, the Board Member took to make arrangements to attend the Meeting (such as rescheduling a work commitment); and (3) what "good cause" exists to deem the absence to be excused. "Good cause" is to be determined by the Board, in its sole discretion. If the Board Member submitting the request is the Board President, then the Board President shall submit the request to the Vice President and Superintendent. Any requests submitted within three days of the Board Meeting shall be denied, unless the Board determines that unforeseen or extenuating circumstances have occurred to cause the short notice. The Board President and Superintendent shall have the authority to implement any other reasonable measures to facilitate the request process.

After receipt of such request, the Board President will present the Board Member's request at the Board Meeting. The Board, in its sole discretion, may vote on the request. If the request fails to secure an affirmative vote of the Board, then the Board Member's request shall be denied, and the Board Member's absence shall be unexcused.

If a Board Member is ~~absent-unexcused~~ for more than two consecutive regular meetings of the Board, then the Board Member's seat becomes vacant.

Legal Reference: Neb. Rev. Stat. § 32-570

Date of Adoption: [Insert Date]

Community RelationsTitle IX – Procedure for Complaints of Sexual Harassment**A. Complaint Procedure - Generally**

1. Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
- 5.** Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator ~~may file a formal complaint and begin the following complaint procedure is:~~

TITLE IX COORDINATOR CONTACT INFORMATION

Erik Wilson
512 Philip Avenue
Norfolk, NE 68701
402-644-2500
erikwilson@npsne.org

5.

2. District Actions upon Report of Sexual Harassment or Sexual Misconduct: Upon receipt of a report of sexual harassment, the Title IX Coordinator, or designee, including but not limited to a building principal or assistant principal, will conduct an initial inquiry. The first step of the inquiry will typically include a preliminary meeting between the individual whom the reporting party alleges has been subjected to sexual harassment or sexual misconduct and the Title IX Coordinator, or designee. The initial inquiry may also include a meeting between the Title IX Coordinator, or designee, and the individual whom the reporting party alleges has committed sexual harassment or sexual misconduct. The purpose of these meetings is to gain a basic

understanding of the nature and circumstances of the report, it is not intended to be a full investigative interview. During the initial assessment, the reporting party may also receive information about resources, rights, procedural options, and supportive measures. The Title IX Coordinator, or designee, may inquire into whether the person who has is alleged to have been subject to sexual harassment or misconduct requests resources, no further action, supportive measures, and/or initiation of the “Formal Complaint” process. The Title IX Coordinator will make a reasonable effort to respect the wishes of the person who experienced sexual harassment or sexual misconduct; however, if the reported incident constitutes an imminent or ongoing threat to school safety, based on the assessment of the Title IX Coordinator, then the Title IX Coordinator may file a Formal Complaint, on behalf of the District, with or without the consent or permission of the person who has experienced sexual harassment or sexual misconduct.

With or without a Formal Complaint, allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including dismissal from employment, if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against any person for reporting discrimination or harassment. This policy does not limit or prohibit the District from instituting disciplinary measures pursuant to other Board Policy, rules, or other expectations if the District determines that a person violated District rules or expectations.~~Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.~~

B. Formal Complaint Process

The following procedures apply only in the event that a Formal Complaint is filed. All other reports of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

1. Misconduct Which May Be Investigated Under a Formal Complaint: The Formal Complaint process is only available if the Formal Complaint alleges: (i) conduct which occurs on District grounds or property owned or controlled by the District; (ii) conduct which occurs in the context of District employment or an education program or District-sponsored activity within the United States, and (iii) conduct which occurs when the District has substantial control over both the Respondent and the context in which the sexual harassment or sexual misconduct occurs. The conduct must also fall within one of the following categories: (a) an employee of the District conditioning an aid, service, or benefit of the District on an individual’s participation in unwelcome sexual contact; (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District’s education program or activity; (c) sexual assault; (d) domestic violence; (e) dating violence; or (f) stalking.

2. Parties to a Formal Complaint: The only parties to a Formal Complaint are the Complainant, who is the person alleged to have been subject to misconduct, and the Respondent, the person who is alleged to have committed the misconduct.

3. Filing a Formal Complaint: A Formal Complaint may only be filed by a Complainant or the Title IX Coordinator. An employee or student Complainant may file a Formal Complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.

4. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a Formal Complaint, the Title IX Coordinator will conduct an initial assessment of the allegations contained within the Formal Complaint to determine if the allegations in the Formal Complaint, if true, allege misconduct which may be investigated under the Formal Complaint process. If the allegations in the Formal Complaint do not allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator must dismiss the Formal Complaint and may proceed under other District policies or procedures. The Complainant will be provided notice in writing if the Formal Complaint is dismissed.

If the allegations in the Formal Complaint allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator shall provide the following to all known parties: (1) The complaint procedure as outlined in this policy; and (2) Notice of the allegations of sexual harassment, known by the District at the time of filing the Notice, including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The Title IX Coordinator shall then provide the Formal Complaint and the Notice of the Formal Complaint to the District's Title IX Investigator.

5. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint 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 Investigator will contact the Complainant, Respondent, and relevant witnesses to schedule interviews. All parties may bring up to two people to this meeting: (1) Support Person and/or (2) Advisor of Choice. The Advisor of Choice may or may not be an attorney. Neither the Support Person nor the Advisor of Choice can direct questions or comments to the Investigator, nor may the Support Person or Advisor of Choice advise a student or employee how to answer the Investigator's questions.

The Investigator will also aim to collect all tangible evidence relevant to the investigation.

The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the Formal Complaint and the number of witnesses that may need to be interviewed. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as deemed necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the District to facilitate this Formal Complaint process, shall not have any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District shall ensure that Title IX Coordinator, Investigator, Decision-Maker, and any person who facilitates this Formal Complaint process shall receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding the outcome of the Formal Complaint. To reach a determination, the investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. A consideration of various factors, including: (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.
- iv. A review of the evidence using a "preponderance of the evidence" standard. To meet the "preponderance of the evidence" standard, the evidence must show that the discrimination, harassment, or retaliation more likely occurred than did not occur.

(C) *Rights of the Parties*: The Respondent is entitled to a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The District retains the right to place any person on administrative leave during the pendency of the investigation. The District also retains the right to remove a Respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the Respondent shall have the opportunity to challenge the decision for removal by meeting with the Title IX Coordinator to discuss the removal.

(D) Conclusion of Investigation: Prior to the conclusion of the investigation, the Investigator shall send each party the evidence that is subject to inspection and review in an electronic format or a hard copy. This information shall be known as the "Draft Investigative Report." The Draft Investigative Report shall include all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Investigator does not intend to relay to the ~~Decision-Maker~~Decision-Maker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. Responses may not be submitted by the parties' Advisor of Choice or Support Person, unless such person is the parent or guardian of the Complainant or Respondent. Responses may include corrections to the Investigator's summary of the parties' interviews, suggestions for additional investigation, or additional information not known at the time of the interviews. Any new information provided by the parties during the response period will not result in an additional time period for response by the other party unless determined necessary by the Title IX Coordinator. The Investigator is not obliged to respond to any question or requests for information in the parties' responses. The Investigator will consider the information provided by the parties and will incorporate relevant information into the Final Investigative Report. The Final Investigative Report will fairly summarize the relevant evidence. The Investigator shall then submit the Final Investigation Report to the Decision-Maker. The parties shall each receive a copy of the ~~Ffinal I~~investigative ~~R~~report at the same time as the Decision-Maker.

6. Actions Taken By ~~Decision-Maker~~Decision-Maker Upon Receipt of Final Investigative Report: Upon receipt of the Final Investigative Report, the Decision-Maker~~Decision-Maker~~ shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness. Questions shall be submitted to the Title IX Coordinator who shall determine whether questions are relevant. The Title IX Coordinator shall contact parties or witnesses to request answers to the parties' relevant questions. The Title IX Coordinator will ~~provide each party, and the~~ ~~Decision-Maker~~Decision-Maker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party.

7. Notice of Determination: Once the Decision-Maker~~Decision-Maker~~ has received the answers to relevant questions submitted by the parties, the ~~Decision-Maker~~Decision-Maker shall consider the answers and the Decision-Maker~~Decision-Maker~~ shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame, as determined by the Title IX Coordinator. The Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as the Complainant, Respondent, or witness. The Decision-Maker shall provide the written determination to both parties simultaneously. The written determination shall include:

- (a) Identification of the allegations potentially constituting sexual harassment;
- (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of each recipient's code of conduct to the facts;
- (e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and
- (f) The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA) permits the District to disclose relevant information to a student who was discriminated against or harassed.

8. Sanctions: At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures against the Respondent if the Decision-Maker determines that the Respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and, in the case of an employee disciplinary action, up to and including immediate termination from employment.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures for the victim(s).

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the Decision-Maker, they may appeal on the following bases:

- 1. Procedural irregularity that affected the outcome of the matter;
- 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- 3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent shall give both parties a reasonable, and equal opportunity to submit a written statement in support of, or challenging the outcome.

The Superintendent shall review the investigative report, Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a Formal Complaint is filed, the District may offer the Complainant and Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the Formal Complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

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 for a period of seven (7) years.

B. Response to a Formal Complaint

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

~~TITLE IX COORDINATOR CONTACT INFORMATION~~

~~{Coordinator Name}~~

~~{Address}~~

~~{City, State, Zip}~~

~~{Phone Number}~~

~~{Email Address}~~

~~The formal complaint must be signed by the complainant~~Complainant ~~or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**~~

~~2. — Immediate Actions upon Receipt of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties: (a) the complaint procedure as outlined in this regulation; and (b) notice of the allegations of sexual harassment, including: (i) the identities of the parties involved, if known; and (ii) the conduct allegedly constituting sexual harassment; and (iii) the date and location of the alleged incident.~~

~~The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.~~

~~3. — Investigation of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall notify the Investigator. The Investigator 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 Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involves possible criminal conduct, the District will notify the complainant~~Complainant ~~of his or her right to file a criminal complaint, and District employees will not dissuade the complainant~~Complainant ~~from filing a criminal complaint either during or after the District's investigation.~~

~~The Investigator will aim to complete its investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.~~

~~(a) — Neutrality: The Title IX Coordinator, investigator~~Investigator~~, decision-maker~~Decision-Maker~~, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainant~~Complainants ~~or respondent~~Respondents ~~generally or an individual complainant~~Complainant ~~or respondent~~Respondent. ~~The District shall ensure that Title IX Coordinators, investigator~~Investigators~~, decision-maker~~Decision-Makers~~, and any persons who facilitate this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of~~

~~relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.~~

- ~~(b) *Burden of Production:* It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:~~
- ~~i. Providing the parties with the opportunity to present witnesses and provide evidence.~~
 - ~~ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.~~
 - ~~iii. 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.~~
 - ~~iv. 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?)~~
- ~~(c) *Rights of the Parties:* The respondentRespondent is entitled to a presumption that the respondentRespondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.~~

~~The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.~~

~~The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.~~

~~The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.~~

~~The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within two (2) days of the meeting.~~

~~Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.~~

~~The District retains the right to place an employee on administrative leave during the pendency of an investigation. The District also retains the right to remove a student from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent Respondent shall have the opportunity to challenge the decision for removal.~~

- ~~(d) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the investigator Investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator Investigator will consider.~~

~~Once the investigator Investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator Investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator Investigator shall then submit the written investigation report to the decision maker Decision-Maker. The parties shall each receive a copy of the final investigative report at the same time as the decision maker Decision-Maker.~~

~~4. *Decision of Responsibility:* The decision maker Decision-Maker shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision maker Decision-Maker shall provide ten (10) days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.~~

~~Once the decision maker Decision-Maker has considered the written questions of the parties, if any, the decision maker Decision-Maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision maker Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant Complainant, respondent Respondent, or witness. The decision maker Decision-Maker shall provide the written determination to both parties simultaneously. The written determination must include:~~

- ~~(a) Identification of the allegations potentially constituting sexual harassment;~~
- ~~(b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;~~
- ~~(c) Findings of fact supporting the determination;~~
- ~~(d) Conclusions regarding the application of each recipient's code of conduct to the facts;~~
- ~~(e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant Complainant; and~~
- ~~(f) The recipient's procedures and permissible bases for the complainant Complainant and respondent Respondent to appeal.~~

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

~~5. Supportive Measures and Disciplinary Actions:~~

~~Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant Complainant or the respondent Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment to deter sexual harassment.~~

~~Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant Complainant or respondent Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.~~

~~At the conclusion of the investigation, the decision maker Decision-Maker may institute disciplinary measures to the respondent Respondent if the decision maker Decision-Maker determines that the respondent Respondent engaged in sexual abuse or harassment. Disciplinary~~

~~measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and in the case of an employee, disciplinary action up to and including dismissal from employment. This policy does not limit or prohibit the District from instituting disciplinary measures if, in the course of the investigation, it determines that the complainant Complainant or respondent Respondent violated the student code of conduct.~~

~~The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.~~

~~C. Appeals~~

~~If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker Decision-Maker, they may appeal on the following basis:~~

- ~~1. Procedural irregularity that affected the outcome of the matter;~~
- ~~2. New evidence, that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and~~
- ~~3. The Title IX Coordinator, investigator Investigator, or decision-maker Decision-Maker had a conflict of interest or bias for or against the complainant Complainant or respondent Respondent generally or the individual complainant Complainant or respondent Respondent that affected the outcome of the matter.~~

~~The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.~~

~~Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.~~

~~The Superintendent of Schools shall give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the outcome.~~

~~The Superintendent of Schools shall review the investigative report, decision-maker Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.~~

~~D. Informal Resolution~~

~~If a formal complaint is filed, the District may offer the complainant Complainant and respondent Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:~~

- ~~1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;~~
- ~~2. The parties' voluntary written consent to the informal resolution process; and~~
- ~~3. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.~~

~~**E. Record Keeping**~~

~~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, any transcripts, or audio recordings pertaining to the investigative and appeal proceedings for a period of seven (7) years.~~

Legal Reference: Title IX

Date of Adoption: [Insert Date]

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:

Generally: If the District receives federal awards, grants, or other funds, the District will:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);

(b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;

(c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

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 (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure 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, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

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 (3) 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, and the District will maintain a copy of said verification.

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 (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) 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.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time. Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy. Legal Reference: 2 C.F.R. § 200.112.

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]

Business OperationsProcedures—Bidding Construction Projects

The following procedures shall be used for construction, remodeling and repair of any school-owned building or for site improvements.

Projects up to ~~\$49,000~~ ~~58,999~~: The Superintendent or designee may authorize projects costing less than ~~\$50,000~~ ~~59,000~~.

Projects from ~~50,000~~ ~~\$59,000~~ to ~~\$99,999~~ ~~108,999~~: The Superintendent or designee shall request the submission of at least two proposals from different vendors for projects ranging in cost from ~~\$50,000~~ ~~59,000~~ to ~~\$99,999~~ ~~108,999~~.

Projects of ~~\$100,000~~ ~~109,000~~ or above: The following bidding procedures shall be used for every project that is in excess of ~~\$100,000~~ ~~109,000~~, or such sum as adjusted pursuant to §73-106.

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the

faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred ~~and~~ **eighteen** thousand dollars (~~\$100~~**118**,000), as adjusted by § 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

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 EmployeesDrug and Substance Use and Abuse

It is the policy of the Norfolk Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense -outside the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant ~~theretoto~~ such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §§5331(b) and 31306; ~~and~~ 49 CFR Part 382

Date of Adoption: [Insert Date]

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOLS' COMPLIANCE POLICIES
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) The persons designated by [Name] Public Schools to answer employee questions about these materials are:

Superintendent of Schools
-Associate Superintendent

(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) Employee conduct that is prohibited by the federal controlled substances and alcohol

use and testing regulations includes:

1. **Alcohol concentration.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
 - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
 - (1) Who was performing safety-sensitive functions with respect to the vehicle,

- if the accident involved the loss of human life; or
- (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b)
 - (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
 - (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
 - (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. **Random testing.**

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. **Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:
 - (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
 - (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H) A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol

(concentration of 0.04 or greater) or controlled substances test.

(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesSubstitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers will be set by the Board, provided that after a substitute employee has been on duty for fifteen (15) consecutive school days, such substitute teacher shall be paid on a per diem rate applying the salary schedule in place for certificated teachers for the school district based upon the substitute teacher's level of educational attainment and years of teacher experience. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent Superintendent's designee shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal Reference: Neb. Rev. Stat. Sec. 79-808

Date of Adoption: [Insert Date]

InstructionSpecial Education

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

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

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of diagnosis/verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, including children with disabilities who have been suspended or expelled, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances

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

2. Full Educational Opportunity Goal

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

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated ~~and a.~~ A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. ~~The District will publish~~ The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will

~~publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents. The District will screen and evaluate all children with suspected disabilities birth through age 21, and will implement practical methods to track which children are currently receiving special education and related services. The District will provide student referrals that are accompanied by documentation of scientific, research, or evidence-based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time to show effect or lack of effect that demonstrates the child is not making a sufficient rate of progress to meet age or state approved, grade level standards within a reasonable time frame. The District will provide sustained supervision to monitor the implementation of compliant practices for the Child Find Rule. The District will use supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of Child Find, paying particular attention to the communities experiencing disproportionality in the schools. All District Child Find activities will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.~~

~~, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2~~

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

~~Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.~~

~~Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;~~

5.6. Individualized Education Program (IEP)

~~An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.— by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team,~~

including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

6.7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, ~~and special.~~ Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”).

~~The District will: (1) develop and implement written procedures for implementation of the LRE Rules; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the LRE Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the LRE Rules; (4) use the supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of least restrictive environment, paying particular attention to the disproportionate group; (5) ensure that every Individualized Education Programs (IEP) team meaningfully considers various support systems and activities that could be used to assist students with disabilities (SWD) to be educated successfully in general education classes prior to the consideration of pullout special education services; (6) ensure that special education teachers provide support to general education teachers in a variety of ways including, but not limited to, consultation, implementation of accommodations or modifications, and co-teaching; (7) The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in the disproportionate group, for special education and related services; (8) ensure that, in determining the educational placement of a child with a disability, including a preschool child with a disability, each district ensures that the placement decision is made by a group of persons including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. Particular attention is paid to the disproportionate group; (9) ensure that placement discussions are based upon a completed IEP developed by the IEP team, focused on individualized student needs; and (10) ensure that the IEP teams review the students’ progress at least annually to determine appropriate placement and progress towards annual goals.~~ disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

7.8. Procedural Safeguards

~~Children with disabilities and their parents shall be afforded the required procedural safeguards. Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian,~~

or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

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

8.9. Disciplinary Removal of Children with Disabilities

~~The District will (1) develop and implement written procedures for disciplining students with disabilities (the "Discipline Rules"); (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Discipline Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the Discipline Rules; (4) use supervision and monitoring data, disaggregated by race/ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of discipline (including but not limited to: de-escalation techniques, functional behavior assessment, behavior intervention planning, and manifestation determination procedures); (5) ensure that school personnel appropriately consider unique circumstances on a case by case basis when determining suspension of a child with a disability, and ensure that data shows that these considerations are equitably made by race/ethnicity; (6) notify parents on the day that the decision is made to make a removal that constitutes a change in placement of a child with a disability because of violation of a code of child conduct, and send parents copies of the procedural safeguards; (7) provide educational services for students removed fewer than 10 days to enable the student to continue to participate in the general educational curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Programs, with data showing that these services are equitably provided by race/ethnicity; (8) ensure that within 10 school days of any decision to change placement of a child with a disability because of a violation of a code of student conduct, the IEP Team will review all relevant information in the file to determine whether the conduct in question was caused by or had a direct and substantial relationship to the child's disability or the conduct was the direct result of the district's failure to implement the IEP, and that such determinations are made equitably by race/ethnicity; and (9) ensure that, if the IEP Team makes a determination that the conduct was a manifestation of the child's disability, then the IEP Team conducts a functional behavioral assessment, unless the District conducted a FBA before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan.~~

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of

the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

9.10. Evaluation, Identification, and Reevaluation Procedures

~~Children with disabilities shall be evaluated, identified, and reevaluated in accordance with 92 NAC 51-006. The District will: (1) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule; (2) provide sustained supervision to monitor the implementation of compliant practices for the Evaluation and Reevaluation Rule; (3) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of evaluation and reevaluation, as well as the appropriate technical assistance/professional development to any schools and/or personnel identified in such data; (4) conduct a reevaluation of each child with a disability at least once every 3 years, unless the parent and the District agree that a reevaluation is unnecessary; (5) use a variety of assessment tools and strategies to gather relevant academic, functional, and developmental information about the child, including information provided by the parents, and information related to enabling the child to be involved in and progress in the general education curriculum that may assist in determining: (i) Whether the child is a child with a disability, and (ii) The content of the child's individualized education program; (6) use more than one procedure to determine whether a child has a disability and the appropriate educational program for the child; (7) use technically sound instruments to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; (8) select assessments and other evaluation materials in a manner that (i) does not discriminate on a racial or cultural basis, (ii) is provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer, (iii) has been validated for the specific purpose for which they are used, and (iv) are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments; and (9) provide high quality, sustained professional learning activities on the written procedures for appropriate District and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule.~~

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. ~~Locations~~ The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(†), guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

10.11. Confidentiality of Personally Identifiable Information

~~The~~ A system of safeguards will be implemented to protect the confidentiality of student records and information ~~shall be maintained~~ in accordance with law.

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

11.12. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) ~~and who will participate in preschool programs assisted by appropriately evaluated, identified, and have services~~ under Part B of the IDEA ~~(services for school-aged children) shall experience a smooth and effective transition to those preschool programs by age 3~~ in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

12.13. Children in Nonpublic Schools

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

Legal Reference: 92 NAC 51-012.08 and 015

13.14. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the

District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

14.15. Participation in and Reporting of State and District Wide Assessments

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

Legal Reference: 92 NAC 51-004.05

15.16. Suspension and Expulsion Rates

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

Legal Reference: 92 NAC 51-004.06E

16.17. Access to Instructional Materials

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

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

Legal Reference: 92 NAC 51-004.15

17.18. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

18.19. Prohibition on Mandatory Medication

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

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

19.20. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law. to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

20.21. Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

21.22. Early Intervention Services – Consent

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

Legal Reference: 92 NAC 52

22. Eligibility Determinations

~~The District will (1) develop written procedures for implementation of the Eligibility Determination Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Eligibility Determination Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the Eligibility Determination Rule; (4) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of eligibility; (5) ensure Individualized Education Programs (IEPs) are developed for children with a determination made of having a disability that has: (a) an adverse effect on educational performance (academic, functional, and/or developmental) and (b) requires special education and related services; (6) ensure that an eligibility report, which documents the area of disability, is completed and placed in each child's special education folder, with the eligibility report providing statements for each component of the eligibility and be comprehensive enough to serve as the evaluation report when necessary; (7) ensure the completion of the administration of assessments and other measures that the Multidisciplinary Evaluation Team (a group of qualified professionals and the parents of the child) determine whether the child is a child with a disability and the educational needs of the child; (8) ensure appropriate consideration of the exclusionary factor for reading (a child is not to be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in section 1208(3) of ESEA); (9) ensure appropriate consideration of the exclusionary factor for math (a child must not be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in math); (10) ensure~~

~~appropriate consideration of the exclusionary factor for Limited English Proficiency (LEP) (a child will not be determined to be a child with a disability if the primary factor for that determination is limited English proficiency); and (11) ensure (1) evaluation data draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations as well as the information about the child's physical condition, social or cultural background, and adaptive behavior and (2) that information obtained from all these sources is documented and carefully considered.~~

~~Legal Reference: 92 NAC 51-006.04.~~

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationAgenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
- B. Control of the agenda is the responsibility of the Board President. Agenda items shall be sufficiently descriptive to set forth the matters to be discussed at the meeting. An agenda, kept continuously current, shall be readily available for public inspection on the District's website and at the office of the Superintendent of Schools of the [Name] School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered.

Legal Reference: Neb. Rev. Stat. Sec. 84-1411

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	Sections 79-570; 79-571; Sec. 84-1411 (3) and (6); Sec. 84-1412 (1) and (3)
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B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	Sec. 84-1412 (7)
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C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	Sec. 84-1412 (1)
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D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	Sec. 84-1412 (8)
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E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.~~Members of the public who desire to address the Board will be required to identify themselves.~~

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:	Sec. 84-1412 (1) (2) and (3)
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Date of Adoption: [Insert Date]

Bylaws of the Board - MeetingsMinutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available on the District's website and for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours. The minutes shall also be available on the District's website for at least six (6) months.

~~The minutes may be kept as an electronic record.~~

Legal Reference: Neb. Rev. Stat. Sections 79-555; 79-570; and 79-577
Neb. Rev. Stat. Sections 84-1408 to 1414

Date of Adoption: [Insert Date]