

Board of Education Regular Meeting
Monday, June 12, 2023 5:30 PM

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

Agenda

1. Date Public Notice Appeared in the Norfolk Daily News: June 2, 2023.
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 Americanism Report
 - 5.4. Annual Multi-cultural 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 2023-2024 Little Panthers Preschool Student Handbook
 - 8.2. Discuss, consider and take action to approve the 2023-2024 Elementary Student Handbook
 - 8.3. Discuss, consider and take action to approve the 2023-2024 certified staff handbook
 - 8.4. Discuss, consider and take action to approve the 2023-2024 classified staff handbook.
 - 8.5. Discuss, consider and take action to approve the 2023-2024 substitute staff handbook.
 - 8.6. Discuss, consider and take action to approve the transportation services contract
 - 8.7. Discuss, consider and take action to sell used maintenance and technology items.
 - 8.8. Discuss, consider and take action to approve the second and final reading of Board Policies 5008 (Student Attendance), 5414 (Anti-Bullying), 5417 (School Wellness),

6370 (Multicultural Education), 6400 (Parental/Community Involvement in Schools), 6410 (Title I Parent and Family Engagement)

9. Executive Session -- To Discuss the Potential Purchase of Property -- As Needed to Protect the Interest of the District
 - 9.1. Convene Executive Session -- To Discuss the Potential Purchase of Property -- As Needed to Protect the Interest of the District
 - 9.2. Reconvene Meeting from Executive Session
 - 9.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
10. Discuss, consider and take action to approve the purchase of property
11. Future Meetings
12. Adjournment

Policy Subject PUBLIC PARTICIPATION AT BOARD MEETINGS	Location Code 204.8	Adoption Date 1/11/82
	Rescinds/Amends 11/10/08	Adopted

A. 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.

B. 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.

C. 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.

D. 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. 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.

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending May 31, 2023

Fund/Account	2022-2023 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$1,741,084.74	\$244,892.04	\$64,200.00	\$1,921,776.78	
SPECIAL BUILDING FUND (3)	\$7,493,699.19	\$441,722.31	\$316,771.00	\$7,618,650.50	
DEPRECIATION RESERVE FUND (3)	\$6,594,199.70	\$12,839.07	\$4,561.27	\$6,602,477.50	
ACTIVITIES ACCOUNT (2)	\$684,902.56	\$93,053.20	\$84,209.42	\$693,746.34	
SUBSIDIARY ACCOUNT (2)	\$373,958.45	\$71,523.46	\$95,719.76	\$349,762.15	
GENERAL FUND (1)	\$10,804,304.26	\$10,576,854.27	4,761,057.31	\$16,620,101.22	
PAYROLL ACCOUNT (2)	\$5,704.78	\$388,093.58	\$388,092.58	\$5,705.78	
SCHOOL LUNCH FUND (2)	\$1,527,188.87	\$260,878.12	\$326,667.09	\$1,461,399.90	
BOND FUND (3)	\$1,103,780.55	\$2,919.45	\$0.00	\$1,106,700.00	
COOPERATIVE FUND (2)	\$283,461.12	\$4,585.10	\$14,327.59	\$273,718.63	
EMPLOYEE BENEFIT FUND (2)	\$3,896.87	\$9.00	\$0.00	\$3,905.87	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$466,468.41	\$268.98	\$0.00	\$466,737.39	
CONVENIENCE FEE FUND (2)	\$12,870.34	\$839.17	\$121.90	\$13,587.61	
STUDENT FEE FUND (2)	\$485,827.65	\$8,800.38	\$554.10	\$494,073.93	
TOTAL ALL FUNDS	\$31,581,347.49	\$12,107,278.13	\$6,056,282.02	\$37,632,343.60	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$16,620,101.22	
(2) ELKHORN VALLEY BANK				\$5,684,414.38	
(3) MIDWEST BANK				\$15,327,828.00	
TOTAL BALANCES				\$37,632,343.60	

MAY 2023 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	AQUILLA, CANDACE	JUDGING FEE & MILEAGE	13 2900 610 2 556 001	\$118.12
2	ASPI SOLUTIONS INC	2023 INVITE SERVICES	13 2900 610 2 535 001	\$48.00
3	ASPI SOLUTIONS INC	HAC TRACK MEET 2022	13 2900 610 2 535 001	\$96.00
4	ASPI SOLUTIONS INC	TRACK MEET SERVICES	13 2900 610 2 535 001	\$63.00
5	ASPI SOLUTIONS INC	2023 INVITE SERVICES	13 2900 610 2 542 001	\$48.00
6	ASPI SOLUTIONS INC	HAC TRACK MEET 2022	13 2900 610 2 542 001	\$96.00
7	ASPI SOLUTIONS INC	TRACK MEET SERVICES	13 2900 610 2 542 001	\$63.00
8	ASPI SOLUTIONS INC	2023 CLASSIC SERVICES	13 2900 610 2 554 001	\$534.00
9	ASPI SOLUTIONS INC	TRACK MEET SERVICES	13 2900 610 2 554 001	\$510.00
10	BSN SPORTS,	23/24 EQUIPMENT	13 2900 610 2 531 001	\$581.74
11	BSN SPORTS,	TENNIS PICNIC TABLE	13 2900 610 2 529 001	\$2,923.68
12	BSN SPORTS,	23/24 EQUIPMENT	13 2900 610 2 538 001	\$581.74
13	CARD SERVICES	UNL-VB DAY IN NEBR. TICKETS	13 2900 610 2 561 001	\$464.00
14	CARD SERVICES	WALMART-CLASSROOM SUPPLIES	13 2900 610 2 586 001	\$59.90
15	CARD SERVICES	PAPA JOHNS-TEAM MEAL	13 2900 610 2 512 001	\$131.89
16	CARD SERVICES	EL RODEO-TEAM MEAL	13 2900 610 2 512 001	\$430.00
17	CARD SERVICES	DOMINOS-TEAM MEAL	13 2900 610 2 512 001	\$183.99
18	CARD SERVICES	RAISING CANES-TEAM MEAL	13 2900 610 2 512 001	\$153.44
19	CARD SERVICES	RAISING CANES-TEAM MEAL	13 2900 610 2 512 001	\$225.01
20	CARD SERVICES	PIZZA HUT-ALUMNI TRNMNT MEAL	13 2900 610 2 513 001	\$75.26
21	CARD SERVICES	HYVEE-HAC HOSPITALITY	13 2900 610 2 532 001	\$35.34
22	CARD SERVICES	DOMINOS-TEAM MEAL	13 2900 610 2 514 001	\$318.68
23	CARD SERVICES	DOMINO'S-TEAM MEAL	13 2900 610 2 514 001	\$207.50
24	CARD SERVICES	WALMART-POWERADE & FRUIT	13 2900 610 2 514 001	\$142.34
25	CARD SERVICES	AMAZON-SUPPLIES	13 2900 610 2 535 001	\$6.99
26	CARD SERVICES	PAPA JOHNS-TEAM MEAL	13 2900 610 2 516 001	\$223.82
27	CARD SERVICES	HYVEE-SUPPLIES	13 2900 610 2 502 001	\$142.91
28	CARD SERVICES	HYVEE-BUNS	13 2900 610 2 502 001	\$45.80
29	CARD SERVICES	PAPA JOHNS-TEAM MEAL	13 2900 610 2 512 001	\$257.26
30	CARD SERVICES	HYVEE-DONUTS	13 2900 610 2 502 001	\$32.95
31	CARD SERVICES	HYVEE-BUNS & HOT CHOCOLATE	13 2900 610 2 502 001	\$40.60
32	CARD SERVICES	FRAUD ON CREDIT CARD-BEING	13 2900 610 2 503 001	\$395.76
33	CARD SERVICES	WALMART-SUPPLIES	13 2900 610 2 503 001	\$33.42

34 CARD SERVICES	TARGET-OFFICE SUPPLIES	13 2900 610 2 503 001	\$13.57
35 CARD SERVICES	SUBWAY-TEAM MEAL	13 2900 610 2 514 001	\$273.54
36 CARD SERVICES	HOBBY LOBBY-SPRING PLAY	13 2900 610 2 523 001	\$176.02
37 CARD SERVICES	HOBBY LOBBY & WALMART-SPRING	13 2900 610 2 523 001	\$496.74
38 CARD SERVICES	AMAZON-SPRING PLAY SUPPIES	13 2900 610 2 523 001	\$139.67
39 CARD SERVICES	AMAZON-SPRING PLAY SUPPLIES	13 2900 610 2 523 001	\$15.91
40 CARD SERVICES	STATE MEALS	13 2900 610 2 276 001	\$320.01
41 CARD SERVICES	HYVEE-BUNS	13 2900 610 2 502 001	\$56.40
42 CARD SERVICES	PIZZA RANCH-B.GOLF TEAM MEAL	13 2900 610 2 529 001	\$209.85
43 CARD SERVICES	PAPA JOHNS-B.TRACK TEAM MEAL	13 2900 610 2 529 001	\$231.36
44 CARD SERVICES	PIZZA RANCH-B.GOLF TEAM MEAL	13 2900 610 2 529 001	\$185.77
45 CARD SERVICES	JIMMY JOHNS-BASEBALL TEAM MEAL	13 2900 610 2 529 001	\$360.00
46 CARD SERVICES	AMAZON-SPEAKER/AGILITY	13 2900 610 2 529 001	\$343.15
47 CARD SERVICES	HYVEE-MTG SUPPLIES	13 2900 610 2 503 001	\$20.96
48 CARD SERVICES	RAISING CANES-B.SOCCER TEAM	13 2900 610 2 529 001	\$365.29
49 CARD SERVICES	QDOBA-G.SOCCER MEAL	13 2900 610 2 529 001	\$238.46
50 CARD SERVICES	RAISING CANE'S-BASEBALL TEAM	13 2900 610 2 529 001	\$390.92
51 CARD SERVICES	HYVEE-OFFICIAL SUPPLIES	13 2900 610 2 597 001	\$14.00
52 CARD SERVICES	CHICK-FIL-A--TEAM MEAL	13 2900 610 2 549 001	\$233.85
53 CARD SERVICES	HYVEE-MTG SUPPLIES	13 2900 610 2 276 001	\$67.61
54 CARD SERVICES	PAPA JOHNS-TEAM MEAL	13 2900 610 2 549 001	\$160.86
55 CARD SERVICES	AMAZON-SUPPLIES	13 2900 610 2 542 001	\$7.00
56 CARD SERVICES	HYVEE-MTG SUPPLIES	13 2900 610 2 270 001	\$39.96
57 CARD SERVICES	NASSP-MEMBERSHIP PINS	13 2900 610 2 614 001	\$56.66
58 CARD SERVICES	WALMART-AWARDS	13 2900 610 2 553 001	\$61.34
59 CARD SERVICES	JIMMY JOHNS-G.SOCCER TEAM MEAL	13 2900 610 2 529 001	\$417.00
60 CARD SERVICES	WALMART-PANTHER PANTRY	13 2900 610 2 584 001	\$281.59
61 CARD SERVICES	TARGET/WALMART-POST PROM	13 2900 610 2 588 001	\$1,074.00
62 CARD SERVICES	BOMGAARS-POST PROM INCENTIVES	13 2900 610 2 588 001	\$229.99
63 CARD SERVICES	TARGET-POST PROM INCENTIVES	13 2900 610 2 588 001	\$189.99
64 CARD SERVICES	AMAZON-POST PROM INCENTIVES	13 2900 610 2 588 001	\$1,070.80
65 CARD SERVICES	PIZZA RANCH-TEAM MEAL	13 2900 610 2 549 001	\$639.60
66 CARD SERVICES	AMAZON-POST PROM INCENTIVE	13 2900 610 2 588 001	\$1,558.03
67 CARD SERVICES	HOBBY LOBBY-SUPPLIES	13 2900 610 2 582 001	\$147.09

68 CARD SERVICES	AMAZON-SUPPLIES	13 2900 610 2 582 001	\$56.84
69 CARD SERVICES	WALMART-PROM SUPPLIES	13 2900 610 2 582 001	\$47.42
70 CARD SERVICES	DOLLAR GENERAL-PROM SUPPLIES	13 2900 610 2 582 001	\$9.63
71 CARD SERVICES	HYVEE-BANQUET SUPPLIES	13 2900 610 2 553 001	\$30.99
72 CARD SERVICES	HOBBY LOBBY-PROM SUPPLIES	13 2900 610 2 582 001	\$34.08
73 CARD SERVICES	AMAZON-PROM SUPPLIES	13 2900 610 2 582 001	\$168.89
74 CARD SERVICES	HOBBY LOBBY-BULLETIN BOARD	13 2900 610 2 266 001	\$39.53
75 CARD SERVICES	TEXAS ROADHOUSE-SKILLS USA	13 2900 610 2 569 001	\$104.63
76 CARD SERVICES	MENARDS-BUILDERS OF THE	13 2900 610 2 593 001	\$328.88
77 CARD SERVICES	AMAZON-POST PROM INCENTIVE	13 2900 610 2 588 001	\$139.87
78 CASH	5/5 SPRING PLAY GATE	13 1790 0501	\$600.00
79 CASH	5/6 SPRING PLAY GATE	13 1790 0501	\$600.00
80 CASH	5/7 SPRING PLAY GATE	13 1790 0501	\$600.00
81 CASH	SUMMER CAMP CHANGE	13 2900 610 2 501 001	\$200.00
82 CINDI'S FUN FIT GOLF, LLC	INDOOR PRACTICE FACILITY	13 2900 610 2 532 001	\$125.00
83 CINDI'S FUN FIT GOLF, LLC	INDOOR PRACTICE FACILITY	13 2900 610 2 529 001	\$75.00
84 CONCORD THEATRICALS CORP	23/24 MUSICAL PERFORMANCE	13 2900 610 2 523 001	\$150.00
85 CUSTOM SPORTS	SUMMER CAMP SHIRTS	13 2900 610 2 513 001	\$1,400.00
86 CUSTOM SPORTS	STATE SHIRTS	13 2900 610 2 552 001	\$30.00
87 CUSTOM SPORTS	SPANISH CLUB SHIRTS	13 2900 610 2 503 001	\$300.00
88 DOLLIVER, PEGGY	22/23 MILEAGE	13 2900 610 2 502 001	\$35.93
89 EIKMEIER, GARRETT	5/1 OFFICIAL	13 2900 610 2 530 001	\$145.00
90 ELKHORN FEED CENTER	ANIMAL SUPPLIES	13 2900 610 2 628 001	\$38.17
91 ELKHORN VALLEY BANK	POST PROM INCENTIVE	13 2900 610 2 588 001	\$120.00
92 EPIC CLICK, LLC	MONSTER DRAG BROOM	13 2900 610 2 529 001	\$295.00
93 EZ FLEX LLC	CHEER MATS	13 2900 610 2 509 001	\$1,691.11
94 EZ FLEX LLC	CHEER MATS	13 2900 610 2 597 001	\$8,663.89
95 FREMONT SENIOR HIGH SCHOOL	5/1 ENTRY FEE	13 2900 610 2 541 001	\$75.00
96 GARCIA, SEANNA	JUDGING FEE	13 2900 610 2 556 001	\$50.00
97 GODFATHERS PIZZA NORFOLK	INVITE HELPER MEAL	13 2900 610 2 516 001	\$211.00
98 GODFATHERS PIZZA NORFOLK	PIZZA	13 2900 610 2 502 001	\$1,119.00
99 GODFATHERS PIZZA NORFOLK	INVITE HELPER MEAL	13 2900 610 2 551 001	\$211.00
100 GODFATHERS PIZZA NORFOLK	STEPS TO COLLEGE PRESENTATION	13 2900 610 2 266 001	\$379.00

HOLIDAY INN EXPRESS- 101 NORFOLK	DMC JUDGES LODGING	13 2900 610 2 559 001	\$686.00
102 HUBBARD, JESSICA IN THE SPOTLIGHT COSUME 103 SHOP LLC	REFUND FOR DOUBLE PAYMENT SPRING PLAY SUPPLIES	13 2900 610 2 503 001 13 2900 610 2 523 001	\$1,904.00 \$170.00
104 JOOI CLUB	4/27 NTFC CONCESSION	13 2900 610 2 502 001	\$464.90
105 KNUDSEN, JUANITA LINCOLN SOUTHWEST HIGH 106 SCHOOL	CHROMEBOOK RETURNED 5/2 ENTRY FEE	13 2900 610 2 230 001 13 2900 610 2 532 001	\$150.00 \$125.00
107 MUNSON, REBECCA	PSI TESTING MEAL	13 2900 610 2 503 001	\$7.51
108 NBDA NEBRASKA COACHES 109 ASSOCIATION	FRESHMAN TRNMNT REGISTRATION 23/24 NCA CLINIC/MEMBERSHIPS	13 2900 610 2 547 001 13 2900 610 2 597 001	\$600.00 \$1,640.00
110 ASSOCIATION NEBRASKA COACHES	23/24 NCA CLINIC/MEMBERSHIPS	13 2900 610 2 556 001	\$210.00
111 NEBRASKA FFA ASSOCIATION	STATE HORSE EVAL	13 2900 610 2 628 001	\$40.00
112 NORFOLK CATHOLIC SCHOOL	5/8 ENTRY FEE	13 2900 610 2 532 001	\$95.00
113 NORFOLK CATHOLIC SCHOOL	SUMMER LEAGUE REGISTRATION	13 2900 610 2 547 001	\$1,500.00
114 NORFOLK COUNTRY CLUB	B.GOLF INVITE MEAL	13 2900 610 2 529 001	\$196.26
115 NORFOLK COUNTRY CLUB	B.GOLF HAC MEALS	13 2900 610 2 529 001	\$149.53
116 NPS GENERAL FUND	WINTER LEAGUE WORKERS	13 2900 610 2 561 001	\$7,724.01
117 NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 530 001	\$1,857.50
118 NPS GENERAL FUND	LENTON SCRIMMAGE	13 2900 610 2 512 001	\$88.15
119 NPS GENERAL FUND	ACTIVITY WORKER	13 2900 610 2 531 001	\$34.20
120 NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 533 001	\$1,014.83
121 NPS GENERAL FUND	ACTIVITY WORKER	13 2900 610 2 502 001	\$608.44
122 NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 523 001	\$99.27
123 NPS GENERAL FUND	ACTIVITY WORKER	13 2900 610 2 523 001	\$258.16
124 NPS GENERAL FUND	ACTIVITY WORKER	13 2900 610 2 538 001	\$34.20
125 NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 540 001	\$694.78
126 NPS GENERAL FUND	22/23 SPONSOR	13 2900 610 2 582 001	\$822.62
127 NPS SUBSIDIARY	FEES PAID W/ FUND 13 RECEIPTS	13 2900 610 2 598 001	\$955.00
128 NPS-FOOD SERVICE	AHLMAN LUNCH PAYMENT	13 2900 610 2 598 001	\$159.13
129 NPS-JUNIOR HIGH SCHOOL	4/11 JH TRACK CONCESSION	13 2900 610 2 502 001	\$362.00
130 NPS-JUNIOR HIGH SCHOOL	5/4 JH TRACK CONCESSION	13 2900 610 2 502 001	\$644.65
131 NPS-JUNIOR HIGH SCHOOL	JH FINES	13 2900 610 2 598 001	\$43.37

132 NSAA	MEDALS & SCORE CARDS	13 2900 610 2 532 001	\$40.00
133 NSAA	23/24 NSAA MEMBERSHIP	13 2900 610 2 597 001	\$2,725.00
134 NSDA NEBRASKA DISTRICT	NATIONALS ENTRY	13 2900 610 2 553 001	\$360.00
135 OMAHA NORTH HIGH SCHOOL	5/16 ENTRY FEE	13 2900 610 2 532 001	\$105.00
136 OMAHA WESTSIDE HIGH SCHOOL	5/9 ENTRY FEE	13 2900 610 2 535 001	\$50.00
137 OMAHA WESTSIDE HIGH SCHOOL	5/9 ENTRY FEE	13 2900 610 2 542 001	\$50.00
138 QUILL CORPORATION	RECEIPT BOOKS & POCKETS	13 2900 610 2 507 001	\$58.82
139 QUILL CORPORATION	OFFICE SUPPLIES	13 2900 610 2 503 001	\$84.05
READY SET SMILE PHOTO	PHOTO BOOTH	13 2900 610 2 582 001	\$525.00
140 BOOTH			
141 RYDIN DECAL	23/24 PARKING TAGS	13 2900 610 2 506 001	\$478.50
142 SCHAVEE, CHRIS	BOOK RETURNED AFTER PAYMENT	13 2900 610 2 579 001	\$9.00
SOUTH SIOUX CITY HIGH	TEAM CAMP	13 2900 610 2 547 001	\$350.00
143 SCHOOL			
144 STADIUM SPORTS	CLASSIC SHIRTS	13 2900 610 2 554 001	\$1,905.00
145 STADIUM SPORTS	TEAM SHIRTS	13 2900 610 2 556 001	\$200.00
146 TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$180.25
147 TEST, TROY	5/1 OFFICIAL	13 2900 610 2 530 001	\$145.00
148 TEST, TROY	2023 OFFICIAL SCHEDULER	13 2900 610 2 530 001	\$120.00
UNIVERSAL CHEERLEADERS	CAMP REGISTRATION	13 2900 610 2 517 001	\$4,004.00
149 ASSOCIATION			
UNIVERSAL DANCE	CAMP REGISTRATION	13 2900 610 2 556 001	\$6,403.00
150 ASSOCIATION			
151 TOTAL			\$78,563.12

MAY 2023 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	ASPI SOLUTIONS INC	SERVICES FOR HI-TECH TRACK	14 2900 610 2 857 002	\$192.00
2	BSN SPORTS,	VOLLEYBALL SUPPLIES	14 2900 610 2 847 002	\$1,361.30
3	CARD SERVICES	PANTHER PANTRY SUPPLIES #24	14 2900 610 2 830 002	\$34.99
4	CARD SERVICES	CLASSROOM PROJECT SUPPLIES #24	14 2900 610 2 830 002	\$10.08
5	CARD SERVICES	CLASSROOM PROJECTS #24	14 2900 610 2 830 002	\$35.98
6	CARD SERVICES	STAFF SUPPLIES #24	14 2900 610 2 832 002	\$182.37
7	CARD SERVICES	AWARD RIBBONS #24	14 2900 610 2 834 002	\$97.75
8	CARD SERVICES	STUDENT AWARDS SPEECH #24	14 2900 610 2 834 002	\$29.95
9	CARD SERVICES	SUPPLIES PHILANTHROPY PROJECTS	14 2900 610 2 838 002	\$67.69
10	CARD SERVICES	PLASTIC YARD SIGNS #24	14 2900 610 2 840 002	\$49.99
11	CARD SERVICES	BREWED AWAKENING SUPPLIES #24	14 2900 610 2 841 002	\$14.25
12	CARD SERVICES	REFUND OF ITEMS #24	14 2900 610 2 841 002	-\$8.88
13	CARD SERVICES	SPEECH MEET CONCESSION	14 2900 610 2 835 002	\$75.45
14	CARD SERVICES	SPEECH MEET CONCESSION	14 2900 610 2 835 002	\$155.51
15	CARD SERVICES	TRACK MEET SUPPLIES #24	14 2900 610 2 835 002	\$10.72
16	CARD SERVICES	FESTIVAL-HOSPITALITY #24	14 2900 610 2 861 002	\$40.00
17	CARD SERVICES	FESTIVAL-HOSPITALITY #24	14 2900 610 2 861 002	\$48.36
18	CARD SERVICES	FESTIVAL-CERTIFICATES #24	14 2900 610 2 861 002	\$31.30
19	CARD SERVICES	SUPPLIES FOR STUDENT PROJECTS	14 2900 610 2 838 002	\$103.98
20	CARD SERVICES	BALSA WOOD FOR LASER #24	14 2900 610 2 886 002	\$36.99
21	CARD SERVICES	STAFF PROJECT SUPPLIES #24	14 2900 610 2 886 002	\$33.17
22	CARD SERVICES	SUPPLIES FOR ACTIVITIES #24	14 2900 610 2 886 002	\$131.82
23	CARD SERVICES	SUPPLIES FOR ACTIVITIES #24	14 2900 610 2 886 002	\$197.73
24	CARD SERVICES	SUPPLIES FOR ACTIVITIES #24	14 2900 610 2 886 002	\$197.73
25	CARD SERVICES	SPEECH MEET CONCESSION	14 2900 610 2 835 002	\$42.54
26	GODFATHERS PIZZA NORFOLK	PIZZA FOR CONCESSIONS SPEECH	14 2900 610 2 835 002	\$213.50
27	GODFATHERS PIZZA NORFOLK	PIZZA FOR CONCESSIONS SPEECH	14 2900 610 2 835 002	\$123.50
28	MELGOZA, SUSMA	REIMB FOR BROKEN PHONE	14 2900 610 2 840 002	\$255.03
29	NORFOLK DAILY NEWS	SIGNS FOR 100 YR	14 2900 610 2 840 002	\$266.00
30	NPS STUDENT FEES ACCOUNT	FEES DEPOSITED INTO WRONG ACCT	14 2900 610 2 840 002	\$85.00
31	PIERCE HIGH SCHOOL	HONOR BAND	14 2900 610 2 861 002	\$600.00
	RAYMOND CENTRAL HIGH	SPEECH MEET 4/29	14 2900 610 2 834 002	\$315.00
32	SCHOOL			
33	STEWART, BENJAMIN	ONLINE PROGRAM FOR RUNNING	14 2900 610 2 834 002	\$300.00
34	TEECO INC	LEASE RO, WATER COOLER	14 2900 610 2 840 002	\$38.00
35	WINNERS CIRCLE	RIBBONS	14 2900 610 2 834 002	\$277.50
36	TOTAL			\$5,646.30

MAY 2023 SUBSIDIARY EXPENDITURES

1 BARNHILL ENTERPRISES LLC	CASIO KEYBOARD	05 2900 610 0 050 000	\$832.00
2 BARNHILL ENTERPRISES LLC	BAND/ORCH SUPPLIES	05 2900 610 0 098 000	\$2,077.00
3 BARNHILL ENTERPRISES LLC	3 ALTO SAXOPHONES	05 2900 610 0 098 000	\$5,775.00
4 CAAUWE, KAYLA	RETURNED LIBRARY BOOK	05 2900 610 0 051 000	\$9.00
5 CARD SERVICES	TRACK MEET SHIRTS #13	05 2900 610 0 040 000	\$408.35
6 CARD SERVICES	TRACK MEET SHIRTS #13	05 2900 610 0 040 000	\$10.76
7 CARD SERVICES	FITNESS RM INCENTIVES #13	05 2900 610 0 042 000	\$148.52
8 CARD SERVICES	NASBO CONF. TRAVEL #4	05 2900 610 0 050 000	\$947.40
9 CARD SERVICES	STAFF SUPPLIES #20	05 2900 610 0 050 000	\$155.95
10 CARD SERVICES	SUPPLIES VISA #6	05 2900 610 0 058 000	\$15.64
11 CARD SERVICES	DOUBLE SIDED BOARDS #6	05 2900 610 0 058 000	\$529.24
12 CARD SERVICES	WELLNESS CHALLENGE PRIZES #20	05 2900 610 0 060 000	\$20.00
13 CARD SERVICES	PANTHER PARTNER GRANT-BOWLING	05 2900 610 0 061 000	\$44.00
14 CARD SERVICES	PANTHER PARTNER GRANT-BOWLING	05 2900 610 0 061 000	\$66.00
15 CARD SERVICES	SAFETY PATROL SUPPLIES #15	05 2900 610 0 061 000	\$35.16
16 CARD SERVICES	END OF YEAR AWARDS #9	05 2900 610 0 063 000	\$130.48
17 CARD SERVICES	KIND. ROUND UP TEAM LUNCH #9	05 2900 610 0 063 000	\$72.71
18 CARD SERVICES	CLASSROOM CLOCK #9	05 2900 610 0 063 000	\$18.99
19 CARD SERVICES	PAB-POPCORN SUPPLIES #14	05 2900 610 0 069 000	\$47.98
20 CARD SERVICES	PAB CARNIVAL SUPPLIES #14	05 2900 610 0 069 000	\$36.96
21 CARD SERVICES	SHELVING #14	05 2900 610 0 069 000	\$182.61
22 CARD SERVICES	KIND.ROUND UP WORK TIME #14	05 2900 610 0 069 000	\$57.74
23 CARD SERVICES	T-SHIRT PROJECT #12	05 2900 610 0 073 000	\$111.31
24 CARD SERVICES	SAT MEETING MEALS #12	05 2900 610 0 073 000	\$55.75
25 CARD SERVICES	SUPPLIES #12	05 2900 610 0 073 000	\$39.98
26 CARD SERVICES	4TH GR GRADUATION CAPS	05 2900 610 0 076 000	\$71.85
27 CARD SERVICES	INDOOR RECESS CARTS #3	05 2900 610 0 076 000	\$290.13
28 CARD SERVICES	RECESS CART ITEMS #3	05 2900 610 0 076 000	\$668.09
29 CARD SERVICES	INDOOR RECESS CART #3	05 2900 610 0 076 000	\$206.14
30 CARD SERVICES	GROWTH MINDSET POSTER #2	05 2900 610 0 081 000	\$12.95
31 CARD SERVICES	SUPPLIES FOR MATH PD #2	05 2900 610 0 081 000	\$14.99
32 CARD SERVICES	23-24 MEMBERSHIP B. NELSON	05 2900 610 0 081 000	\$385.00
33 CARD SERVICES	YOGA MATS-WELLNESS #10	05 2900 610 0 089 000	\$120.99

34 CARD SERVICES	COFFEE MAKER TECH CENTER #19	05 2900 610 0 095 000	\$79.89
35 CARD SERVICES	TECH SUPPLIES #19	05 2900 610 0 095 000	\$97.56
36 CARD SERVICES	LUNCHEN FOR NISS #19	05 2900 610 0 095 000	\$165.00
37 EDGERTON EXPLORIT CENTER	1/2 MILEAGE SCIENCE DAY	05 2900 610 0 063 000	\$70.09
38 FATT SUNNIE STUDIOS	JC AUDIO/VISUAL PRODUCTION	05 2900 610 0 050 000	\$918.75
FIRST CHOICE FOOD	ADMIN MEETING MEAL	05 2900 610 0 050 000	\$108.00
39 SERVICE,INC			
40 J.H.HESPE COMPANY INC	CARSON THEATER RESTROOM	05 2900 610 0 050 000	\$12,892.00
MADISON NATIONAL LIFE	MAY23 BASIC LIFE INSUR	05 2900 610 0 090 000	\$487.68
41 INSURANCE CO			
42 MATSON, PHOEBE	PANTHER PARTNER SCHOLARSHIP	05 2900 610 0 061 000	\$300.00
NEBRASKA ASSOC CURRIC	2023-24 MEMBERSHIP B. NELSON	05 2900 610 0 081 000	\$40.00
43 INSTRUCTION AND ASSESSMENT			
44 NPS GENERAL FUND	M.GRASSHORN MAY23 PAYROLL	05 2900 610 0 038 000	\$951.57
45 NPS STUDENT FEES ACCOUNT	BROKEN VIOLIN NECK	05 2900 610 0 040 000	\$100.00
46 STADIUM SPORTS	STAFF TRACK SHIRTS	05 2900 610 0 040 000	\$57.00
47 TEACHER INNOVATIONS, INC	PLANBOOK SUBSCRIPTIONS	05 2900 610 0 069 000	\$48.00
48 TEECO INC	LEASE/MONTHLY RENTAL/WATER	05 2900 610 0 050 000	\$56.00
49 TEECO INC	LEASE/MONTHLY RENTAL/WATER	05 2900 610 0 050 000	\$49.00
50 WEST MUSIC COMPANY	BAND SUPPLIES	05 2900 610 0 098 000	\$1,653.06
51 WEST MUSIC COMPANY	BAND SUPPLIES	05 2900 610 0 098 000	\$60.47
52 WEST MUSIC COMPANY	BAND SUPPLIES	05 2900 610 0 098 000	\$8,157.19
53 WEST MUSIC COMPANY	MARCHING SNARE COVERS	05 2900 610 0 098 000	\$234.78
54 WEST MUSIC COMPANY	TEMPLE BLOCKS	05 2900 610 0 098 000	\$251.99
55 TOTAL			\$40,376.70

Board of Education Regular Meeting

Monday, May 8, 2023 5:30 PM
Norfolk Public School Administration Building
P.O. Box 139
Norfolk, NE 68702-0139

Teri Bauer: Present
Cindy Booth: Present
Brenda Carhart: Present
Lindsay Dixon: Present
Beth Shashikant: Present
Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: April 28, 2023.
2. Call to Order
The Norfolk Public School District's board of education meeting is called to order at 5:30pm.
 - 2.1. Roll Call
 - 2.2. Declaration of a Legal Meeting
The meeting was declared legal.
3. Study Session
 - A. Cell Phone Practices – Principals reviewed policies for cell phone and devices in schools. Board is asking for feedback from Senior High teachers regarding the current handbook code of conduct regarding cell phone usage in the classrooms.
 - B. Beth Shashikant, Brenda Carhart, Cindy Booth, and Sandy Wolfe made building visits.

President Sandy Wolfe called a recess at 6:11pm. The meeting resumed at 6:30pm.

4. Pledge of Allegiance
5. Parental Involvement Hearing
 - A. The Parental Involvement Hearing began at 6:30pm.
 - B. Nebraska State Statute 79-533 requires that school boards review their parental involvement policies and hold a public hearing regarding these policies annually.
 - C. The Norfolk Public Schools' Board Policy 6400 contains all requirements of this statute, including:
 1. How the school district will provide access to parents concerning textbooks, tests, and other curriculum materials used in the school district;

2. How the school district will handle requests by parents to attend and monitor courses, assemblies, counseling sessions, and other instructional activities;
 3. Under what circumstances, parents may ask that their children be excused from testing, classroom instruction, and other school experiences the parents may find objectionable;
 4. How the school district will provide access to records of students;
 5. What the school district's testing policy will be; and
 6. How the school district participates in surveys of students and the right of parents to remove their children from such surveys.
 - D. Hearing opened for public comment. 7 community members spoke and expressed a desire for parental involvement. 1 community member expressed her gratitude for the many opportunities provided for her to be involved.
 - E. Additional parental rights specific to Title I of the Every Student Succeeds Act are outlined in Board Policy 6410.
 - F. The hearing closed at 7:28pm.
6. Presentations, Special Recognition, Focus on Students
- 6.1. Focus on the Students
 - A. Presentation of 'Brewed Awakening' with special education teacher Marshawn Gubbels and 5 students from the Junior High. Students took beverage orders from Board Members and Administrators and served them drinks.
 - B. Dr. Robinson invited the public to the Junior High for an Open House on 6/17/23 to celebrate the 100 year anniversary of the Junior High Building.
 - 6.2. Award for Excellence
 - A. Award for Excellence: Cori Pena - Nurse at Jefferson, Westside, Woodland Park and Little Panthers Preschool.
7. Public Comments & Communication
- One community member shared her thoughts regarding last month's Board discussion involving the Board's role in administrator hiring.
 - One community member indicated that she would like the Board to adopt a policy requiring students to use the bathroom and participate in sports based upon their biological sex.
8. Information and Discussion Items
- 8.1. Finance & Facilities Report
 - A. The total amount of claims to be approved on the consent agenda for the month of May, 2023 by specific fund are listed below:
 - General Fund =\$877,487.96
 - Nutrition Services Fund =\$326,667.09
 - Cooperative Fund =\$13,140.02
 - Depreciation Fund =\$4,561.27
 - Special Building Fund =\$316,771

- Student Fee Fund = \$554.10
- B. The total amount of claims for the month of April, 2023 in the Activities Fund is listed below:
- Activity Fund =\$122,005.92
- C. All of these claims were reviewed earlier today by the Finance and Facility Committee.
- D. The Nebraska Association of School Business Officials (NASBO) had our annual state convention on April 20-21 in Lincoln. The main items of discussion were:
- Current legislative bills related to school finance
 - Discussion with NDE on implementation of the proposed legislation if passed
 - Sharing of concerns with NDE about the slow turn-around on grant reimbursements
 - Legal updates from Perry Law firm, KSB law firm, state auditors office and NPERS
 - Recruitment and retention of School Business Officials. Just like other areas in education, as more school business officials retire, finding qualified replacements is becoming more and more of a challenge. The NASBO leadership team had good discussions in our roundtable session on ideas the organization can do moving forward to help with this issue.
- 8.2. Teaching & Learning Report
- A. Curriculum, Instruction and Assessment
- The district is nearing the end of the Spring Statewide Assessment window so my office has been tracking to be sure all students have completed the required assessments.
 - Our time has been filling up with end of the year meetings to wrap up items from 2022-2023 and make plans for 2023-2024.
 - End of the year tasks for our grant responsibilities are complete.
 - Submissions of end of the year reports are gradually coming in as well.
- 8.3. Student Programs Report
- A. I am meeting with staff from each program and we are finalizing end of the year procedures, as well as paperwork for future needs.
- B. Just a friendly reminder that our Completion Ceremony will be held this Wednesday, May 10 at 3:00 PM in the Johnny Carson Theater.
- 8.4. Student Services Report
- A. We have been busy working on grant applications this past month. Thanks to Callan Collins and the NPS Foundation for their help with the grant application to support our Panther Pack Program for next year. Dr. Robinson and I have also about wrapped up the School Violence Prevention Program grant to help with the cost of some of our Safety Goal improvements. I will keep the Board updated as I hear more on

those. Also handbooks are getting close to ready for Board review, we just have to see if there are any more legislative changes that will need to be added and then drafts will be shared with you.

- B. Finally, some upcoming dates to remember...
 - May 21st 2:00pm we have our High School Graduation Ceremony in the Main Gym
 - May 23rd is the end of the school year for our students with an 11:30 am dismissal
 - May 24th is the last day for all staff
 - May 31st is the first day of HS summer school
 - June 5th is the first day for K-8 summer school

8.5. Human Resources & Accreditation Report

- A. We have filled many of our teaching positions for the 2023-2024 school year. Our current openings are listed below and we will continue to search for qualified candidates.
- B. Current Openings
 - 5th Grade Teacher
 - Spanish Teacher, 9-12
 - Science Teacher, 9-12
 - Business/Computer Science Teacher
 - Speech/Language Pathologist
 - District Behavior Specialist
 - Special Education Teachers
 - School Psychologist
 - 2nd Grade Teacher

8.6. Superintendent's Report

- A. Enrollment update - Dr. Thompson gave her monthly enrollment update.

9. Committee Reports

9.1. Facilities & Finance Committee Report

The committee met at 12:00 today. The claims for the month of May and activity claims for April were reviewed. Other items reviewed and discussed:

- RFP review for motor coach bus service
- Review of proposed meal prices for 23-24
- Review contract extension for one year with LSI
- Project Update
 - BA
 - JH
 - JH Track
- Initial review of Budget timeline for 23-24

The next meeting will be Monday, June 12th, at 12:00 noon.

9.2. Policy Committee Report

The Policy Committee met on April 27, 2023. We reviewed a group of Board Policies that must be reviewed annually according to state statutes. Those policies included:

- 5008 (Student Attendance)
- 5415 (Anti-Bullying)
- 5417 (School Wellness)
- 6370 (Multicultural Education)
- 6400 (Parental/Community Involvement in Schools)
- 6410 (Title I Parent and Family Engagement)

Policy 5008 was revised so that excessive absenteeism for both elementary and secondary students is based upon daily attendance (rather than period attendance for secondary students).

No other changes were made to these policies. They are recommended for first round approval.

The Policy Committee also considered drafting a policy regarding students' participation in athletics based upon biological sex. The Committee decided to wait to see if LB 575 (Adopt the Sports and Spaces Act) is approved by the Nebraska Legislature. LB 575 specifies that bathroom and locker room usage must be based upon students' biological sex. It also specifies that participation in sports must be based upon students' biological sex. And, it states that each school must adopt a policy implementing the Sports and Spaces Act. The Committee decided that it made sense to wait to see if that bill becomes law, so that we would not need to rewrite or revise a policy a month after it was adopted. The Policy Committee intends to revisit this topic after the legislative session—regardless of whether this bill passes.

9.3. Government Relations Committee Report

The Government Relations Committee has not met since our April Board meeting. However, committee members have been actively monitoring the legislative session.

9.4. Norfolk Public Schools Foundation Committee Report

The Norfolk Public Schools Foundation Board of Directors met on Monday April 17, 2023 at 4:30 p.m. at the Junior High. Thirteen board members were present. The board reviewed the meeting minutes from March and the financial reports, including the quarterly investment report.

President Mekta Kolm shared with the board an update regarding the hiring of a new Executive Director for the foundation. A hiring committee completed the interview, and an offer was extended to Austin Truex. Austin has accepted the position and will start in May and will complete the onboarding process with Callan Collins and the Board. Also mentioned was the current scholarship selection process and the Foundation's participation in Honors Night on 5/18. In addition, Classroom Grant applications are currently being accepted for the 2023-24 school year.

10. Approve Consent Agenda

Motion to approve the consent agenda at 8:15pm passed with a motion by Beth Shashikant and a second by Brenda Carhart.

Teri Bauer: Yea

Lindsay Dixon: Yea

Cindy Booth: Yea

Beth Shashikant: Yea

Brenda Carhart: Yea

Sandy Wolfe: Yea

10.1. Minutes of Previous Meetings

The minutes of the April 10th & 27th School Board meetings are attached.

10.2. Personnel

10.2.1. Contract Approval

Laura Peters

- 2023-2024 Social Studies Teacher, Norfolk Senior High
- Bachelor of Arts, History; Morningside University, Sioux City, IA
- 8/2019-Present, World & U.S. History Teacher; Rock Springs High School; Rock Springs, WY

Blake Wockenfuss

- 2023-2024 Assistant Principal, Norfolk Senior High
- Masters of Science, Educational Leadership, K-12, Northwest Missouri State University
- Bachelor of Science, K-12 Special Education/Elementary Education, Nebraska Wesleyan University
- Special Education Teacher, Norfolk Senior High School, Norfolk, Nebraska

Jackie Ruzicka

- 2023-2024 Industrial Technology Teacher, Norfolk Junior High
- Masters of Art Education, Wayne State College, Wayne, NE
- 2011-2021, Art Teacher, Norfolk Public Schools, Norfolk, NE

10.3. Claims

Attached are the claims for the month of May, 2023. These claims were reviewed earlier today by our Finance and Facility Committee. There is a conflict statement for this month that will need to be read before voting.

11. Action Items

11.1. Discuss, consider, and approve the resignation of Candace Schmidt, Communications Director, effective May 30, 2023.

Motion to approve the resignation of Candace Schmidt, Communications Director. Effective May 30, 2023 at 8:16pm passed with a motion by Teri Bauer and a second by Cindy Booth.

Teri Bauer: Yea

Lindsay Dixon: Yea

Cindy Booth: Yea

Beth Shashikant: Yea

Brenda Carhart: Yea

Sandy Wolfe: Yea

- 11.2. Discuss, consider and take action to approve the first reading of Board policies 5008 (attendance), 5415 (anti-bullying), 5417 (school wellness), 6400 (parental involvement), 6410 (parental involvement), 6370(multi-cultural education)

As stated in the Policy Report, Policy 5008 had a small change. No other changes were made to these policies.

Motion to approve the first reading of Board policies 5008 (attendance), 5415 (anti-bullying), 5417 (school wellness), 6400 (parental involvement), 6410 (parental involvement), 6370(multit-cultural education) at 8:17pm passed with a motion by Lindsay Dixon and a second by Beth Shashikant.

Teri Bauer: Yea	Lindsay Dixon: Yea
Cindy Booth: Yea	Beth Shashikant: Yea
Brenda Carhart: Yea	Sandy Wolfe: Yea

- 11.3. Discuss, consider and take action to approve the 2023-2024 school meal prices Attached are the recommended school meal prices for 2023-2024. All prices for student meals will remain the same. There is a 5 cent increase on milk and a 20 cent increase on adult breakfast and adult lunch prices.

Motion to approve the 2023-2024 school meal prices at 8:19pm passed with a motion by Teri Bauer and a second by Cindy Booth.

Teri Bauer: Yea	Lindsay Dixon: Yea
Cindy Booth: Yea	Beth Shashikant: Yea
Brenda Carhart: Yea	Sandy Wolfe: Yea

- 11.4. Discuss, consider and take action to approve the RFP for 2023-2024 charter bus services

Attached for your review is the proposed RFP for charter bus services for the 23-24 school year. This is the option approved at our last board meeting and will be a one-year-only contract in order to provide the district with additional data to determine if this course of action is in our best interest for students and staff. It will also provide us with data on the short and long term financial impact this type of service agreement would have. If the RFP is approved, the process will begin immediately with a recommendation for a contract with a vendor at the June board meeting.

Motion to approve the RFP for 2023-2024 charter bus services at 8:20pm passed with a motion by Teri Bauer and a second by Lindsay Dixon.

Teri Bauer: Yea	Lindsay Dixon: Yea
Cindy Booth: Yea	Beth Shashikant: Yea
Brenda Carhart: Yea	Sandy Wolfe: Yea

- 11.5. Discuss, consider and take action to approve the renewal of our agreement with LSI for 23-24 as our Food Management Company.

This is a request for a one-year fixed price contract extension with LSI for our

food management company. Contract extensions can occur for up to four years and then rebidding the service must occur according to state policy. This contract went through formal bidding two years ago.

Motion to approve the renewal of our agreement with LSI for 23-24 as our Food Management Company at 8:21 pm passed with a motion by Brenda Carhart and a second by Cindy Booth.

Teri Bauer: Yea
Cindy Booth: Yea
Brenda Carhart: Yea

Lindsay Dixon: Yea
Beth Shashikant: Yea
Sandy Wolfe: Yea

11.6. Discuss, consider and take action to approve the second and final reading of board policies 7000-7052 related to major construction.

No changes have been made since the first reading at our April Board meeting. These policies are recommended for second and final reading.

Motion to approve the second and final reading of board policies 7000-7052 related to major construction at 8:22 pm passed with a motion by Brenda Carhart and a second by Beth Shashikant.

Teri Bauer: Yea
Cindy Booth: Yea
Brenda Carhart: Yea

Lindsay Dixon: Yea
Beth Shashikant: Yea
Sandy Wolfe: Yea

12. Future Meetings

The 2nd monthly meeting of the Board of Education has been tentatively scheduled for noon on Thursday, May 25, 2023.

The next regular meeting of the Board of Education will be held on Monday, June 12, 2023 and will begin at 5:30 pm. There will not be any study sessions held during the summer months. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

13. Adjournment

The meeting adjourned at 8:24pm.

Chairperson

Superintendent

Board of Education 2nd Monthly Meeting

Thursday, May 25, 2023 12:00 PM

Norfolk Public Schools Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

Teri Bauer: Present
Cindy Booth: Present
Brenda Carhart: Present
Lindsay Dixon: Absent
Beth Shashikant: Present
Sandy Wolfe: Absent

1. Date Public Notice Appeared in the Norfolk Daily News: May 20, 2023.

2. Call to Order

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

2.1. Roll Call – See attendance above.

Motion to excuse the absence of Sandy Wolfe and Lindsay Dixon at 12:03PM passed with a motion by Teri Bauer and a second by Cindy Booth.

Teri Bauer:	Yea	Beth Shashikant:	Yea
Cindy Booth:	Yea	Lindsay Dixon:	Absent
Brenda Carhart:	Yea	Sandy Wolfe:	Absent

2.2. Declaration of a Legal Meeting

The meeting was declared legal.

3. Executive Session To Discuss Personnel, As Needed to Prevent Needless Injury to the Reputation of an Individual.

3.1. Motion to Convene Executive Session To Discuss Personnel, As Needed to Prevent Needless Injury to the Reputation of an Individual at 12:05PM passed with a motion by Beth Shashikant and a second by Teri Bauer.

Teri Bauer:	Yea	Beth Shashikant:	Yea
Cindy Booth:	Yea	Lindsay Dixon:	Absent
Brenda Carhart:	Yea	Sandy Wolfe:	Absent

3.2. Reconvene Meeting from Executive Session at 12:10PM.

3.3. Approval of Any Action Deemed Necessary as a Result of Executive Session is listed later in the agenda.

4. Action Items

4.1. Discuss, Consider and Take Action to Approve the Resignation of Tammy Kallhoff due to extreme extenuating circumstances.

Motion to approve the resignation of Tammy Kallhoff due to extreme extenuating circumstances made at 12:11PM passed with a motion by Cindy Booth and a second by Teri Bauer.

Teri Bauer:	Yea	Beth Shashikant:	Yea
Cindy Booth:	Yea	Lindsay Dixon:	Absent
Brenda Carhart:	Yea	Sandy Wolfe:	Absent

- 4.2. Discuss, Consider, and Take Action to Approve the contract of Donald Clark.
- 2023-2024 Science Teacher, Norfolk Senior High School
 - Master of Science, Science and Secondary Principal, Chadron State College, Chadron, NE, 05/1988
 - Education Specialist/Superintendent, Wayne State College, Wayne, NE, 05/1991
 - 9/2022-Present, Substitute Teacher, Norfolk Public Schools, Norfolk, NE

Motion to approve the contract of Donald Clark at 12:13PM passed with a motion by Beth Shashikant and a second by Cindy Booth.

Teri Bauer:	Yea	Beth Shashikant:	Yea
Cindy Booth:	Yea	Lindsay Dixon:	Absent
Brenda Carhart:	Yea	Sandy Wolfe:	Absent

5. Future Meetings

A retreat for the Board of Education will be held on Thursday, June 8, 2023. The retreat will start at 8:30 AM and will be held at the NPS Central Administration Offices. The purpose of the retreat is to discuss Target Based Grading.

The next regular meeting of the Board of Education will be held on Monday, June 12, 2023. The regular business meeting will start 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.

6. Adjournment

Meeting adjourned at: 12:14PM.

Chairperson

Superintendent

JUNE 12, 2023

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1 4IMPRINT	SUPPLIES	01 6910 610 1 004 000	\$2,617.63
2 4IMPRINT	SUPPLIES	01 6910 610 2 004 000	\$2,617.63
3 A TO Z VAC & SEW	VACUUMS	01 2610 610 1 001 000	\$2,502.50
4 A TO Z VAC & SEW	VACUUMS	01 2610 610 2 001 000	\$2,502.50
5 ACCO BRANDS USA	COOP SUPPLIES	01 1190 610 1 163 021	\$14.39
6 ACCO BRANDS USA	COOP SUPPLIES	01 1291 610 1 017 021	\$14.39
7 ACCO BRANDS USA	COOP SUPPLIES	01 1291 610 1 017 021	\$42.72
8 ACCO BRANDS USA	COOP SUPPLIES	01 1190 610 1 163 021	\$14.24
9 ACCO BRANDS USA	COOP SUPPLIES	01 1100 610 1 801 009	\$258.00
10 ACCO BRANDS USA	COOP SUPPLIES	01 1190 610 1 163 021	\$12.68
11 ACT	PREACT 8/9 SCORING FEE	01 1100 340 2 028 001	\$4,992.00
12 ACT	PREACT SCORING FEE	01 1100 340 2 028 001	-\$4,680.00
13 ADAPTIVEMALL.COM, LLC	ADAPTIVE SEATING	01 1200 610 1 004 010	\$1,049.95
14 ADVANCE AUTO PARTS	VEHICLE #33 PARTS	01 2650 610 1 001 000	\$261.31
15 ADVANCE AUTO PARTS	VEHICLE #33 PARTS	01 2650 610 2 001 000	\$261.31
16 ADVANCE AUTO PARTS	VEHICLE #56 OIL	01 2712 610 1 001 000	\$57.48
17 ADVANCE AUTO PARTS	VEHICLE #108 BULBS	01 2710 610 1 001 000	\$27.98
18 ADVANCE AUTO PARTS	VEHICLE #108 BULBS	01 2710 610 2 001 000	\$27.98
19 ADVANCE AUTO PARTS	BRAKES AND ROTORS FOR BUSES	01 2710 610 1 001 000	\$300.27
20 ADVANCE AUTO PARTS	BRAKES AND ROTORS FOR BUSES	01 2710 610 2 001 000	\$300.27
21 ADVANCE AUTO PARTS	VEHICLE #56 SUPPLIES	01 2650 610 1 001 000	\$36.10
22 ADVANCE AUTO PARTS	VEHICLE #56 SUPPLIES	01 2650 610 2 001 000	\$36.10
23 ADVANCE AUTO PARTS	LIFT SUPPORT FOR VEHICLE #50	01 2712 610 1 001 000	\$47.98
24 ADVANCE AUTO PARTS	EXHAUST TIPS	01 2710 610 1 001 000	\$73.39
25 ADVANCE AUTO PARTS	EXHAUST TIPS	01 2710 610 2 001 000	\$73.39
26 ADVANCE AUTO PARTS	EXHAUST TIPS	01 2710 610 1 001 000	-\$68.99
27 ADVANCE AUTO PARTS	EXHAUST TIPS	01 2710 610 2 001 000	-\$68.99
28 ADVANCE AUTO PARTS	EXHAUST TIPS	01 2710 610 1 001 000	-\$4.40
29 ADVANCE AUTO PARTS	EXHAUST TIPS	01 2710 610 2 001 000	-\$4.40
30 ADVANCE AUTO PARTS	VEHICLE #27 SUPPLIES	01 2650 610 1 001 000	\$46.70
31 ADVANCE AUTO PARTS	VEHICLE #27 SUPPLIES	01 2650 610 2 001 000	\$46.70
32 ADVANCE AUTO PARTS	BRAKE CLEANER	01 2650 610 1 001 000	\$41.76
33 ADVANCE AUTO PARTS	BRAKE CLEANER	01 2650 610 2 001 000	\$41.75

34 ADVANCE AUTO PARTS	MAINT SUPPLIES	01 2650 610 1 001 000	\$13.81
35 ADVANCE AUTO PARTS	MAINT SUPPLIES	01 2650 610 2 001 000	\$13.81
36 APPEARA	WORK SHIRTS	01 2610 431 1 001 000	\$67.14
37 APPEARA	WORK SHIRTS	01 2610 431 2 001 000	\$67.14
38 APPEARA	WORK SHIRTS	01 2620 431 1 001 000	\$16.79
39 APPEARA	WORK SHIRTS	01 2620 431 2 001 000	\$16.79
40 APPEARA	MOPS	01 2610 431 1 001 000	\$45.30
41 APPEARA	MOPS	01 2610 431 2 001 000	\$45.29
42 APPEARA	WORK SHIRTS	01 2610 431 1 001 000	\$67.14
43 APPEARA	WORK SHIRTS	01 2610 431 2 001 000	\$67.14
44 APPEARA	WORK SHIRTS	01 2620 431 1 001 000	\$16.79
45 APPEARA	WORK SHIRTS	01 2620 431 2 001 000	\$16.79
46 APPEARA	MOPS	01 2610 431 1 001 000	\$45.30
47 APPEARA	MOPS	01 2610 431 2 001 000	\$45.29
48 APPEARA	RUG CLEANING	01 2410 340 2 141 002	\$88.50
49 APPEARA	LAUNDRY SERVICE	01 2410 340 2 209 001	\$209.50
50 APPEARA	LAUNDRY SERVICE	01 1100 340 2 211 001	\$20.32
51 APPEARA	LAUNDRY SERVICE	01 1100 340 2 211 001	\$15.00
52 APPEARA	LAUNDRY SERVICE	01 1100 340 2 211 001	\$27.36
53 APPEARA	WORK SHIRTS	01 2610 431 1 001 000	\$79.17
54 APPEARA	WORK SHIRTS	01 2610 431 2 001 000	\$79.17
55 APPEARA	WORK SHIRTS	01 2620 431 1 001 000	\$19.79
56 APPEARA	WORK SHIRTS	01 2620 431 2 001 000	\$19.79
57 APPEARA	WORK SHIRTS	01 2610 431 1 001 000	\$67.14
58 APPEARA	WORK SHIRTS	01 2610 431 2 001 000	\$67.14
59 APPEARA	WORK SHIRTS	01 2620 431 1 001 000	\$16.79
60 APPEARA	WORK SHIRTS	01 2620 431 2 001 000	\$16.79
61 APPLE INC	IPADS	01 1200 650 1 004 000	\$449.25
62 APPLE INC	IPADS	01 1200 650 2 004 000	\$449.25
63 APPLE INC	IPADS	01 1200 650 1 004 000	\$4,410.00
64 APPLE INC	IPADS	01 1200 650 2 004 000	\$4,410.00
65 APPLE INC	IPADS	01 3541 650 1 004 000	\$838.00
66 ARKFELD LOCK & SECURITY	SPRAY LUBRICANT	01 2620 610 1 001 000	\$113.16
67 ARKFELD LOCK & SECURITY	SPRAY LUBRICANT	01 2620 610 2 001 000	\$113.16
68 ARKFELD LOCK & SECURITY	LOCK KEY BLANK	01 2620 610 2 001 002	\$7.16
69 ARKFELD, KAREN	STAFF MILEAGE	01 1200 333 1 004 000	\$18.44
70 ARKFELD, KAREN	STAFF MILEAGE	01 1200 333 2 004 000	\$18.44
71 ASBURY, CHRISTOPHER	BOYS GOLF ASSISTANT	01 2510 340 2 001 000	\$2,049.96
72 AUSTIN, MICHELLE	STAFF MILEAGE HOMEVISITS	01 1190 333 1 163 021	\$69.17
73 BAUER BUILT, INC	TIRES,SUPPLIES VEHICLE #28	01 2650 340 1 001 000	\$146.00

74 BAUER BUILT, INC	TIRES,SUPPLIES VEHICLE #28	01 2650 340 2 001 000	\$146.00
75 BAUER BUILT, INC	TIRES,SUPPLIES VEHICLE #28	01 2650 610 1 001 000	\$431.00
76 BAUER BUILT, INC	TIRES,SUPPLIES VEHICLE #28	01 2650 610 2 001 000	\$431.00
77 BAUER, RACHEL	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$140.63
78 BECKMAN, LEAH	PARENT MILEAGE	01 2713 332 1 004 021	\$81.74
79 BECKMAN, LEAH	PARENT MILEAGE	01 2713 332 1 004 021	\$68.12
80 BEHRENS, MELISSA	STAFF MILEAGE	01 1190 333 1 163 021	\$54.76
81 BENDER, DENISE	STAFF MILEAGE	01 1100 333 1 001 000	\$82.17
82 BENDER, DENISE	STAFF MILEAGE	01 1100 333 2 001 000	\$82.17
83 BETTIN, MELISA	STAFF MILEAGE	01 1190 333 1 163 021	\$55.28
84 BIG RED PRINTING	GRADUATION PAMPHLETS	01 2490 610 2 209 001	\$1,265.35
85 BIXENMANN, MELISSA	PARENT MILEAGE	01 2712 332 2 004 000	\$1,249.74
86 BLAYLOCK, JILL M	2ND SEMESTER MILEAGE	01 6200 333 1 028 000	\$50.83
87 BLICK ART MATERIALS	GENERAL SUPPLIES	01 1100 610 2 224 001	\$1,021.34
88 BLICK ART MATERIALS	COOP-CLASSROOM SUPPLIES	01 1100 610 2 224 001	\$365.67
89 BLICK ART MATERIALS	COOP SUPPLIES	01 1100 610 2 142 002	\$380.15
90 BOMGAARS SUPPLY	SOLAR SALT	01 2620 610 1 001 012	\$47.92
91 BOMGAARS SUPPLY	GREASE GUN	01 2620 610 1 001 000	\$8.50
92 BOMGAARS SUPPLY	GREASE GUN	01 2620 610 2 001 000	\$8.49
93 BOMGAARS SUPPLY	MAINT SUPPLIES	01 2650 610 1 001 000	\$37.49
94 BOMGAARS SUPPLY	MAINT SUPPLIES	01 2650 610 2 001 000	\$37.48
95 BOMGAARS SUPPLY	OIL	01 2630 610 1 001 000	\$15.72
96 BOMGAARS SUPPLY	OIL	01 2630 610 2 001 000	\$15.71
97 BOMGAARS SUPPLY	STRAINER	01 2620 610 2 001 002	\$28.99
98 BOMGAARS SUPPLY	GLOVES	01 2620 610 1 001 000	\$2.99
99 BOMGAARS SUPPLY	GLOVES	01 2620 610 2 001 000	\$2.99
100 BOMGAARS SUPPLY	OVER SHOES	01 2610 610 1 001 000	\$39.98
101 BOMGAARS SUPPLY	OVER SHOES	01 2610 610 2 001 000	\$39.98
102 BOMGAARS SUPPLY	OVER SHOES	01 2610 610 1 001 000	\$39.98
103 BOMGAARS SUPPLY	OVER SHOES	01 2610 610 2 001 000	\$39.98
104 BULLSEYE WINDSHIELD REPAIR	CHIP REPAIR VEHICLE #19	01 2650 340 1 001 000	\$35.00
105 BULLSEYE WINDSHIELD REPAIR	CHIP REPAIR VEHICLE #19	01 2650 610 2 001 000	\$35.00
106 BUTTERFIELD, SHAD	LEARNERS PERMIT	01 2190 890 2 001 000	\$15.00
CANNON MOSS BRYGGER	MIDDLE SCHOOL	01 6998 340 1 945 014	\$10,400.00
107 ARCHITECTS			
CANNON MOSS BRYGGER	MIDDLE SCHOOL	01 6998 340 1 945 014	\$50,635.00
108 ARCHITECTS			
CAPITAL BUSINESS SYSTEMS,	COPIER CONTRACT	01 2410 340 2 209 001	\$4.34
109 INC			

110	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 2 016 001	\$15.41
111	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 1 104 010	\$207.31
112	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 1 201 003	\$207.46
113	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 1 302 004	\$169.43
114	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1190 610 1 163 021	\$123.61
115	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 1 602 005	\$148.53
116	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 1 430 014	\$432.84
117	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 2 209 001	\$889.10
118	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 2 141 002	\$384.07
119	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 1 705 008	\$137.82
120	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 1 819 009	\$183.98
121	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1100 340 1 904 012	\$123.41
122	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 2620 431 0 001 000	\$13.34
123	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1200 610 1 004 000	\$255.61
124	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1200 610 2 004 000	\$255.60
125	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1291 610 1 017 000	\$46.54
126	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 1292 610 1 017 000	\$46.54
127	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 2530 340 1 001 000	\$2,927.35
128	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTERS	01 2530 340 2 001 000	\$2,927.34
129	CAPITAL BUSINESS SYSTEMS, INC	COPIERS/PRINTERS	01 2530 340 1 001 000	\$12.37

CAPITAL BUSINESS SYSTEMS, 130 INC	COPIERS/PRINTERS	01 2530 340 2 001 000	\$12.36
131 CARD SERVICES	MAY FAN	01 3541 610 1 004 000	\$64.78
132 CARD SERVICES	BOOKS FOR FAMILIES	01 3541 610 1 004 000	\$300.95
133 CARD SERVICES	LODGING FOR CONF #30	01 3541 580 1 004 000	\$2,176.88
134 CDW GOVERNMENT, INC	PROJECTOR	01 1100 650 1 430 014	\$854.00
135 CDW GOVERNMENT, INC	PROJECTOR	01 1100 650 2 106 002	\$442.70
136 CDW GOVERNMENT, INC	MALWAREBYTES ENDPOINT	01 2230 643 1 005 000	\$21,970.41
137 CDW GOVERNMENT, INC	MALWAREBYTES ENDPOINT	01 2230 643 2 005 000	\$21,970.41
138 CITY OF NORFOLK	TREE WASTE	01 2630 420 1 001 000	\$1.62
139 CITY OF NORFOLK	TREE WASTE	01 2630 420 2 001 000	\$1.61
140 CITY OF NORFOLK	YARD WASTE	01 2630 420 1 001 000	\$1.52
141 CITY OF NORFOLK	YARD WASTE	01 2630 420 2 001 000	\$1.52
142 CITY OF NORFOLK	TREE WASTE	01 2630 420 2 001 002	\$3.00
143 CITY OF NORFOLK	GRASS/LEAF WASTE	01 2630 420 1 001 000	\$3.04
144 CITY OF NORFOLK	WASTE	01 2630 420 1 001 000	\$106.78
145 CITY OF NORFOLK	WASTE	01 2630 420 2 001 000	\$106.77
146 CITY OF NORFOLK	WASTE	01 2630 420 1 001 000	\$126.87
147 CITY OF NORFOLK	WASTE	01 2630 420 1 001 000	\$12.85
148 CITY OF NORFOLK	WASTE	01 2630 420 2 001 000	\$12.85
149 CITY OF NORFOLK	WASTE	01 2630 420 2 001 000	\$126.87
150 CITY OF NORFOLK	CONCRETE/BRICKS	01 2630 420 1 001 000	\$12.70
151 CITY OF NORFOLK	CONCRETE/BRICKS	01 2630 420 2 001 000	\$12.70
152 CITY OF NORFOLK	RESIDENTAL WASTE	01 2630 420 1 001 000	\$54.37
153 CITY OF NORFOLK	RESIDENTAL WASTE	01 2630 420 2 001 000	\$54.37
154 CITY OF NORFOLK	CONCRETE AND BRICKS	01 2630 420 1 001 000	\$13.75
155 CITY OF NORFOLK	CONCRETE AND BRICKS	01 2630 420 2 001 000	\$13.75
156 CITY OF NORFOLK	CONCRETE AND BRICKS	01 2630 420 1 001 000	\$13.00
157 CITY OF NORFOLK	CONCRETE AND BRICKS	01 2630 420 2 001 000	\$13.00
158 CITY OF NORFOLK	CONCRETE AND BRICKS	01 2630 420 1 001 000	\$14.58
159 CITY OF NORFOLK	CONCRETE AND BRICKS	01 2630 420 2 001 000	\$14.57
160 CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 003	\$401.58
161 CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 004	\$689.78
162 CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 005	\$296.28
163 CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 008	\$444.37
164 CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 009	\$707.53
165 CITY OF NORFOLK	WATER/SEWER	01 2610 410 2 001 002	\$1,286.92
166 CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 000	\$206.95
167 CITY OF NORFOLK	WATER/SEWER	01 2610 410 2 001 000	\$206.94
168 CITY OF NORFOLK	WASTE	01 2630 420 1 001 000	\$1.50

169	CITY OF NORFOLK	WASTE	01 2630 420 2 001 000	\$1.50
170	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 1 001 000	\$19.31
171	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 2 001 000	\$19.30
172	CITY OF NORFOLK	WATERPARK RENTAL FEE	01 3541 610 1 004 000	\$500.00
173	CLAUSSEN, AIMEE	STAFF MILEAGE	01 1190 333 1 163 021	\$50.44
174	COFFIN, ABBEY	STEPS/ASD NETWORK	01 1200 580 1 004 010	\$142.14
175	COLLINS, NICHOLAS	BASEBALL @ S. SIOUX CITY	01 2190 580 2 001 000	\$17.64
176	COLLINS, NICHOLAS	JH TRACK @ SCHYLER	01 2190 580 2 001 000	\$14.00
177	COLLINS, NICHOLAS	BASEBALL @ KEARNEY	01 2190 580 2 001 000	\$27.19
178	COLLINS, NICHOLAS	BOYS SOCCER @KEARNEY	01 2190 580 2 001 000	\$13.92
179	COLLINS, NICHOLAS	BOYS SOCCER @OMAHA	01 2190 580 2 001 000	\$14.42
180	COLLINS, NICHOLAS	JH TRACK @YAKTON	01 2190 580 2 001 000	\$14.00
181	COLLINS, NICHOLAS	GIRLS SOCCER @PAPILLION	01 2190 580 2 001 000	\$15.00
182	COLLINS, NICHOLAS	TRACK @ GRAND ISLAND	01 2190 580 2 001 000	\$18.55
183	COLLINS, NICHOLAS	TRACK @ OMAHA WESTSIDE	01 2190 580 2 001 000	\$27.10
184	COLLINS, NICHOLAS	WESTSIDE ZOO TRIP	01 2190 580 1 001 000	\$15.00
185	COLLINS, NICHOLAS	LINCOLN ELEMENTARY ZOO TRIP	01 2190 580 1 001 000	\$15.00
186	COLLINS, NICHOLAS	AFS ZOO TRIP	01 2190 580 2 001 000	\$13.15
187	CONTRACT PAPER GROUP	PAPER	01 1100 610 0 001 000	\$6,309.30
	COR THERAPEUTIC SERVICES,	CONTRACTED DAY REPORTING SPED	01 1200 340 2 004 001	\$895.00
188	LLC			
	COR THERAPEUTIC SERVICES,	CONTRACTED DAY REPORTING MAY	01 1200 340 2 004 001	\$2,864.00
189	LLC			
	CORNHUSKER INTERNATIONAL	VEHICLE #1, #3 SUPPLIES	01 2710 610 1 001 000	\$85.87
190	TRUCKS, INC			
	CORNHUSKER INTERNATIONAL	VEHICLE #1, #3 SUPPLIES	01 2710 610 2 001 000	\$85.87
191	TRUCKS, INC			
192	COURTESY FORD	VEHICLE #23 REPAIR	01 2650 610 1 001 000	\$711.78
193	CRAVEN, SHEILA	CONTRACTED OT SERVICES	01 2161 320 1 004 000	\$10,526.75
194	CRAVEN, SHEILA	CONTRACTED OT MILEAGE	01 2161 334 1 004 000	\$105.78
195	CURRICULUM ASSOCIATES	BOOKS & PERIODICALS	01 6200 640 1 028 009	\$342.39
196	CURRICULUM ASSOCIATES	IREADY CLASSROOM	01 1100 640 1 028 000	\$37,450.00
197	CURRICULUM ASSOCIATES	EMPLOYEE TRAINING	01 1100 330 1 028 000	\$6,000.00
198	CUSTOM SPORTS	TSHIRTS	01 3541 610 1 004 000	\$814.00
199	CUSTOM SPORTS	TSHIRTS	01 3541 610 1 004 000	\$368.00
200	DANIEL, JULIE	STAFF MILEAGE	01 2181 333 1 004 000	\$197.49
201	DANIEL, JULIE	STAFF MILEAGE	01 2181 333 2 004 000	\$197.48
202	DANIEL, JULIE	STAFF MILEAGE	01 2182 333 1 004 021	\$197.48
203	DANIEL, JULIE	STAFF MILEAGE	01 2183 333 1 004 000	\$197.48
204	DASHER, LISA	STAFF MILEAGE	01 1190 333 1 163 021	\$44.61

205 DE LA ROSA, CARLA	PARENT MILEAGE	01 2713 332 1 004 021	\$113.18
206 DIETZ WELL & PUMP	REPAIR TO UNDERGROUND LEAK	01 2620 431 1 001 014	\$1,461.35
207 DINKEL IMPLEMENT	SUPPLIES FOR MOWER	01 2630 610 1 001 000	\$4.24
208 DINKEL IMPLEMENT	SUPPLIES FOR MOWER	01 2630 610 2 001 000	\$4.24
209 DITTER, EMMA	PARENT MILEAGE	01 2713 332 1 004 021	\$57.64
210 DITTER, EMMA	PARENT MILEAGE	01 2713 332 1 004 021	\$69.17
211 DITTER, KERSTIN	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$99.95
212 DRAHOTA, BRANDEE	STAFF MILEAGE	01 1190 333 1 163 021	\$39.43
213 EAKES OFFICE PLUS	SHREDDER	01 2620 610 1 001 000	\$128.10
214 EAKES OFFICE PLUS	SHREDDER	01 2620 610 2 001 000	\$128.10
215 EAKES OFFICE PLUS	CENTRAL SUPPLY	01 1100 610 0 001 000	\$78.00
216 EAKES OFFICE PLUS	CENTRAL SUPPLY	01 1100 610 0 001 000	\$526.05
217 EAKES OFFICE PLUS	NAME PLATE C.COLLINS	01 2320 610 1 033 000	\$10.88
218 EAKES OFFICE PLUS	NAME PLATE C.COLLINS	01 2320 610 2 033 000	\$10.87
219 EARTH WALK	CHARGING CARTS	01 2230 650 1 005 000	\$4,477.50
220 EARTH WALK	CHARGING CARTS	01 2230 650 2 005 000	\$4,477.50
221 ECHO GROUP INC	SUPPLIES	01 2620 610 1 001 000	\$661.20
222 ECHO GROUP INC	SUPPLIES	01 2620 610 2 001 000	\$661.20
223 ECHO GROUP INC	SUPPLIES	01 2620 610 1 001 014	\$175.20
224 ECHO GROUP INC	SUPPLIES	01 2620 610 2 001 001	\$350.40
225 ECHO GROUP INC	CORD	01 2620 610 2 001 002	\$10.92
226 ECHO GROUP INC	BULBS	01 2620 610 2 001 001	\$290.84
227 ECHO GROUP INC	BATTERY	01 2620 610 1 001 000	\$92.07
228 ECHO GROUP INC	BATTERY	01 2620 610 2 001 000	\$92.07
229 ECHO GROUP INC	BULBS	01 2620 610 2 001 001	\$268.80
230 EGAN SUPPLY COMPANY	PARTS TO REPAIR VACUUM	01 2610 610 2 001 001	\$127.76
231 EGAN SUPPLY COMPANY	DRAIN HOSE	01 2610 610 1 001 004	\$65.89
232 EGAN SUPPLY COMPANY	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$1,812.11
233 EGAN SUPPLY COMPANY	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$1,812.10
234 EGAN SUPPLY COMPANY	BRUSHES FOR FLOORS	01 2610 610 1 001 000	\$490.58
235 EGAN SUPPLY COMPANY	BRUSHES FOR FLOORS	01 2610 610 2 001 000	\$490.57
236 EGAN SUPPLY COMPANY	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$3,343.28
237 EGAN SUPPLY COMPANY	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$3,343.28
238 EGAN SUPPLY COMPANY	FLOOR SCRUBBER REPAIRS	01 2610 610 1 001 000	\$577.78
239 EGAN SUPPLY COMPANY	FLOOR SCRUBBER REPAIRS	01 2610 610 2 001 000	\$577.78
240 EGAN SUPPLY COMPANY	DRAIN HOSE	01 2610 610 1 001 004	\$65.70
241 EGAN SUPPLY COMPANY	REPAIRS TO GYM FLOOR	01 2620 431 2 001 001	\$1,100.00
242 ELECTRONIC CONTRACTING CO	CARSON SUPPORT AGREEMENT	01 2620 431 2 715 001	\$971.75
243 ELECTRONIC CONTRACTING CO	SPEAKERS	01 2620 610 1 001 014	\$5,573.34
244 ELECTRONIC SYSTEMS	SMOKE DETECTOR SERVICE CALL	01 2620 431 2 001 001	\$335.00

245	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 1 001 000	\$368.86
246	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 2 001 000	\$368.85
247	ESU 8	LETRS/N PROBASCO	01 6310 330 1 028 000	\$20.00
248	ETTLEMAN, TAMMY FATHER FLANAGAN'S BOYS'	HOMELESS TRANSPORTATION APRIL 2023 SPED SERVICES @	01 6993 332 2 004 000 01 1200 561 2 004 000	\$359.99 \$4,054.79
249	HOME			
250	FERNAU, JESSICA	STAFF MILEAGE	01 1291 333 1 004 021	\$14.93
251	FERNAU, JESSICA	STAFF MILEAGE	01 1292 333 1 004 000	\$62.62
252	FINKRAL, TIFFANY FIRST CHOICE FOOD	PARENT MILEAGE BOE MEAL 5/8	01 2713 332 1 004 021 01 2310 890 1 033 000	\$88.03 \$74.75
253	SERVICE,INC FIRST CHOICE FOOD	BOE MEAL 5/8	01 2310 890 2 033 000	\$74.75
254	SERVICE,INC FIRST CHOICE FOOD	BOE MEETING MEAL 3/13	01 2310 890 1 010 000	\$66.60
255	SERVICE,INC FIRST CHOICE FOOD	BOE MEETING MEAL 3/13	01 2310 890 2 010 000	\$66.60
256	SERVICE,INC FIRST CHOICE FOOD	PRINCIPAL INTERVIEWS AT CO	01 2320 890 1 033 000	\$104.20
257	SERVICE,INC FIRST CHOICE FOOD	PRINCIPAL INTERVIEWS AT CO	01 2320 890 2 033 000	\$104.20
258	SERVICE,INC			
259	FISCHER TREE CENTRAL	TREE/STUMP REMOVAL MS FIELD	01 2630 420 1 001 000	\$1,312.50
260	FISCHER TREE CENTRAL	TREE/STUMP REMOVAL MS FIELD	01 2630 420 2 001 000	\$1,312.50
261	FLINN SCIENTIFIC, INC	SAFETY GOGGLES	01 1100 610 2 206 001	\$1,628.33
262	FLORES, ALEJANDRINA	PARENT MILEAGE	01 2713 332 1 004 021	\$272.48
263	FOX, CINDY	NURSES MILEAGE	01 2130 333 1 004 000	\$29.45
264	FOX, CINDY	NURSES MILEAGE	01 2130 333 2 004 000	\$29.44
265	FP MAILING SOLUTIONS	POSTBASE METER RENTAL	01 2510 531 1 001 000	\$115.50
266	FP MAILING SOLUTIONS	POSTBASE METER RENTAL	01 2510 531 2 001 000	\$115.50
267	FREUDENBURG, BRIDGETT	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$94.52
268	GANSEBOM, HAYLEY GATEWAY EDUCATION HOLDINGS LLC	STAFF MILEAGE CULINARY ARTS BOOKS	01 2151 333 1 004 000 01 1100 640 2 028 000	\$118.62 \$91.79
269				
270	GILBREATH, AVERY	JH TRACK @YANKTON	01 2190 580 2 001 000	\$15.00
271	GLASS EDGE INC, THE	CASE OF GLASS CLEANER	01 2620 610 1 001 000	\$66.00
272	GLASS EDGE INC, THE	RE-SET WINDOW IN TRACKS	01 2620 431 1 001 014	\$109.00
273	GONZALEZ, CRISTAL	PARENT MILEAGE	01 2713 332 1 004 021	\$57.64
274	GONZALEZ, CRISTAL	PARENT MILEAGE	01 2713 332 1 004 021	\$63.40
275	GOTHIER, ALEXIS	STAFF MILEAGE	01 1291 333 1 004 021	\$58.10

276	GOTHIER, ALEXIS	STAFF MILEAGE	01 1292 333 1 004 000	\$58.10
277	GOTHIER, ALEXIS	STAFF MILEAGE	01 1291 333 1 004 021	\$22.86
278	GOTHIER, ALEXIS	STAFF MILEAGE	01 1292 333 1 004 000	\$22.86
279	GRAINGER	PALLET JACK REPAIR	01 2620 431 1 001 000	\$400.92
280	GRAINGER	PALLET JACK REPAIR	01 2620 431 2 001 000	\$400.92
281	GREVE, JULIE	PARENT MILEAGE	01 2713 332 1 004 021	\$514.31
282	GROSSERODE, SAMANTHA	PARENT MILEAGE	01 2713 332 1 004 021	\$94.32
283	GROSSERODE, SAMANTHA	PARENT MILEAGE	01 2713 332 1 004 021	\$125.76
284	HALL, MADISON	STUDENT TEACHER SUB	01 1100 340 1 001 000	\$156.25
285	HALL, MADISON	STUDENT TEACHER SUB	01 1100 340 2 001 000	\$156.25
286	HARDY, MARSHAL	ACTIVITY WORKER	01 2190 120 2 001 000	\$31.06
287	HIRSCH, HEATHER	SIXPENCE MILEAGE	01 3541 333 1 004 000	\$63.01
288	HITEMP	BUBBLING SUDS	01 2650 610 1 001 000	\$62.85
289	HITEMP	BUBBLING SUDS	01 2650 610 2 001 000	\$62.85
290	HOFERER, KIMBERLY	ACTIVITY WORKER	01 2190 120 2 001 000	\$151.42
291	HOIEN, MARY	STAFF MILEAGE	01 2320 333 1 033 000	\$19.13
292	HOIEN, MARY	STAFF MILEAGE	01 2320 333 2 033 000	\$19.12
293	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$1,241.54
294	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$1,241.54
295	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$422.61
296	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$422.61
297	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$1,692.23
298	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$1,692.22
299	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$199.32
300	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$199.32
301	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$11.73
302	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$11.73
303	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$617.79
304	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$617.78
305	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	-\$15.08
306	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	-\$15.08
307	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$881.15
308	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$881.14
309	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$15.64
310	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$15.64
311	HUFF CONSTRUCTION INC.	BEL AIR ADDITION/RENOVATION	01 6998 340 1 945 010	\$62,705.88
312	HUFF CONSTRUCTION INC.	BEL AIR ADDITION/RENOVATION	01 2620 431 1 001 010	\$19,240.13
313	INSTA LEARN BY STEP INC	CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$115.12
314	INSTRUMENTALIST AWARDS	AWARDS	01 1100 610 2 202 001	\$75.00
315	INSTRUMENTALIST AWARDS	AWARDS	01 1100 610 2 205 001	\$75.00

316 INSTRUMENTALIST AWARDS	AWARDS	01 1100 610 2 207 001	\$77.00
317 J W PEPPER, INC	DMC MUSIC	01 1100 610 2 202 001	\$19.95
318 J W PEPPER, INC	ALL STATE MUSIC	01 1100 610 2 207 001	\$120.99
319 J W PEPPER, INC	MUSIC	01 1100 610 2 116 002	\$376.99
320 J W PEPPER, INC	MARCHING BAND MUSIC	01 1100 610 2 117 002	\$45.00
321 J W PEPPER, INC	ALL STATE MUSIC	01 1100 610 2 207 001	\$41.50
322 J W PEPPER, INC	MUSIC	01 1100 610 1 418 014	\$93.00
323 J W PEPPER, INC	MUSIC	01 1100 610 1 418 014	\$155.99
324 J W PEPPER, INC	METHOD BOOKS	01 1100 610 2 117 002	\$262.35
325 JAMES, ALLISON	STAFF MILEAGE	01 2181 333 1 004 000	\$56.93
326 JAMES, ALLISON	STAFF MILEAGE	01 2181 333 2 004 000	\$56.92
327 JAMES, ALLISON	STAFF MILEAGE	01 2182 333 1 004 021	\$56.92
328 JENSEN, CARRIE	STAFF MILEAGE	01 1100 333 2 001 000	\$54.76
329 JEO CONSULTING GROUP, INC	JH TRACK REPLACEMENT	01 2620 431 2 001 002	\$6,950.00
JM HOSPITALITY - CROWNE	LEADERSHIP TRAINING LODGING	01 6416 580 1 017 000	\$149.95
330 PLAZA			
331 JOHNSON PLUMBING	WATER HEATER REPAIR	01 2620 431 1 001 010	\$112.50
332 JOHNSON PLUMBING	WATER HEATER REPAIR	01 2620 610 1 001 010	\$81.24
JONES SCHOOL SUPPLY	SUPPLIES	01 1100 610 1 904 012	\$182.40
333 COMPANY, INC			
KANSAS CITY AUDIO-VISUAL	PROJECTORS	01 1200 650 2 004 002	\$1,591.47
334 INC			
KANSAS CITY AUDIO-VISUAL	PROJECTORS	01 1200 650 2 004 001	\$614.29
335 INC			
KANSAS CITY AUDIO-VISUAL	POV CAMERA	01 2310 650 1 033 000	\$309.87
336 INC			
KANSAS CITY AUDIO-VISUAL	POV CAMERA	01 2310 650 2 033 000	\$309.86
337 INC			
338 KELLY SUPPLY COMPANY	CLAMPS	01 2620 610 1 001 003	\$2.70
339 KELLY SUPPLY COMPANY	CLAMPS	01 2620 610 1 001 000	\$2.70
340 KELLY SUPPLY COMPANY	CLAMPS	01 2620 610 2 001 000	\$2.69
341 KELLY SUPPLY COMPANY	SEAL KIT, HOSE SWIVEL	01 2620 610 1 001 000	\$41.98
342 KELLY SUPPLY COMPANY	GRANT SUPPLIES	01 2620 610 1 001 003	\$201.49
343 KELLY SUPPLY COMPANY	BELTS,SHEAVE, BUSHING	01 2620 610 2 001 001	\$77.24
344 KELLY SUPPLY COMPANY	BELTS	01 2620 610 2 001 002	\$1,019.85
345 KELLY SUPPLY COMPANY	BELTS	01 2620 610 2 001 002	\$47.30
346 KLAUS, ELIZABETH	STAFF MILEAGE	01 2171 333 1 004 000	\$34.19
347 KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 1 004 000	\$21.37
348 KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 2 004 000	\$21.37
349 KNIGHT, KARLA	STAFF MILEAGE	01 2152 333 1 004 021	\$21.37

350 KNIGHT, KARLA	STAFF MILEAGE	01 2153 333 1 004 000	\$21.37
351 KOCK, TONYA	PARENT MILEAGE	01 2713 332 1 004 021	\$61.31
352 KONERT, NICOLE	STAFF MILEAGE	01 1200 333 1 004 000	\$25.61
353 KONERT, NICOLE	STAFF MILEAGE	01 1200 333 2 004 000	\$25.61
354 KORTH, JESSIE	CONTRACTED BIRTH TO 5 PT	01 2173 320 1 004 000	\$3,605.56
355 KORTH, JESSIE	CONTRACTED BIRTH TO 5 PT	01 2172 320 1 004 000	\$3,605.56
356 KORTH, JESSIE	CONTRACTED BIRTH TO 5 PT	01 2173 334 1 004 000	\$155.63
357 KORTH, JESSIE	CONTRACTED BIRTH TO 5 PT	01 2172 334 1 004 000	\$155.63
358 KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$416.28
359 KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 2 001 000	\$416.29
360 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 000	\$73.50
361 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 2 001 000	\$73.50
362 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 014	\$49.00
363 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 2 001 001	\$49.00
364 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 2 001 002	\$49.00
365 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 2 001 001	\$49.00
366 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 004	\$49.00
367 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 003	\$49.00
368 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 009	\$49.00
369 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 008	\$49.00
370 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 010	\$49.00
371 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 012	\$49.00
372 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 005	\$49.00
373 KUSTOM PEST CONTROL	MAY PEST CONTROL	01 2630 340 1 001 021	\$49.00
374 LAMMERS, NANCY	ACTIVITY WORKER	01 2190 120 2 001 000	\$73.77
375 LANGDEAUX, FAY	NATIVE AM STUDENT LIAISON	01 6910 333 1 004 000	\$291.54
376 LANGDEAUX, FAY	NATIVE AM STUDENT LIAISON	01 6910 333 2 004 000	\$291.54
377 LAWNCO	LAWN SERVICE (2022-2024)	01 2630 420 1 001 000	\$3,939.00
378 LAWNCO	LAWN SERVICE (2022-2024)	01 2630 420 2 001 000	\$3,938.99
379 LAWSON PRODUCTS, INC	MAINT. SUPPLIES	01 2620 610 1 001 000	\$64.62
380 LAWSON PRODUCTS, INC	MAINT. SUPPLIES	01 2620 610 2 001 000	\$64.62
381 LEARNING A-Z	ONLINE CURRICULUM	01 1200 643 1 004 000	\$2,106.00
382 LEARNING A-Z	ONLINE CURRICULUM	01 1200 643 2 004 000	\$2,106.00
383 LEXIA LEARNING SYSTEMS LLC	LETRS MATERIALS	01 1200 610 1 004 000	\$5,586.00
384 LEXIA LEARNING SYSTEMS LLC	LETRS MATERIALS	01 6200 640 1 028 000	\$399.00
385 LEXIA LEARNING SYSTEMS LLC	LETRS	01 6200 640 1 028 000	\$2,793.00
386 LOVE SIGNS, INC	REPLACE VINYL	01 2620 610 1 001 000	\$60.00
387 LOVE SIGNS, INC	REPLACE VINYL	01 2620 610 2 001 000	\$60.00
388 LUHR, MARY	STAFF MILEAGE	01 1200 333 1 004 000	\$79.26
389 LUHR, MARY	STAFF MILEAGE	01 1200 333 2 004 000	\$79.25

390 LUNA, ANDREA	STAFF MILEAGE	01 1190 333 1 163 021	\$46.51
391 M AND B QUALITY CONCRETE	SNOW REMOVAL	01 2630 420 1 001 010	\$1,150.00
392 M AND B QUALITY CONCRETE	SNOW REMOVAL	01 2630 420 2 001 002	\$435.00
393 M AND B QUALITY CONCRETE	SNOW REMOVAL	01 2630 420 1 001 009	\$217.50
394 M AND B QUALITY CONCRETE	SNOW REMOVAL	01 2630 420 1 001 003	\$145.00
MACKIN LIBRARY MEDIA	BOOKS & PERIODICALS	01 2220 640 1 030 000	\$93.83
395 SERVICES			
396 MAROTZ, LINDSEY	STUDENT TEACHER SUB	01 6998 340 1 945 000	\$54.00
397 MATHESON TRI-GAS INC.	MONTHLY MATERIALS	01 2620 610 1 001 000	\$93.07
398 MATHESON TRI-GAS INC.	MONTHLY MATERIALS	01 2620 610 2 001 000	\$93.06
399 MATTEO SAND & GRAVEL	LARGE ROCK	01 2630 610 1 001 010	\$217.80
MCGRAW-HILL SCHOOL	CR DECODING	01 6200 640 1 028 000	\$4,089.94
400 EDUCATION LLC			
401 MEISINGER OIL CO	DIESEL	01 2710 626 1 001 000	\$3,599.36
402 MEISINGER OIL CO	DIESEL	01 2710 626 2 001 000	\$3,599.36
403 MEISINGER OIL CO	DIESEL	01 2712 626 1 001 000	\$1,619.72
404 MEISINGER OIL CO	DIESEL	01 2650 626 1 001 000	\$89.98
405 MEISINGER OIL CO	DIESEL	01 2650 626 2 001 000	\$89.98
406 MEISINGER OIL CO	DIESEL EXHAUST FLUID	01 2710 610 1 001 000	\$74.98
407 MEISINGER OIL CO	DIESEL EXHAUST FLUID	01 2710 610 2 001 000	\$74.97
408 MENARDS	HOSE CLAMP, COUPLING	01 2620 610 1 001 008	\$5.84
409 MENARDS	VINEGAR, DRY LUBE	01 2610 610 2 001 000	\$32.91
410 MENARDS	CAPS, HOLE SAW KIT	01 2620 610 1 001 000	\$56.49
411 MENARDS	CAPS, HOLE SAW KIT	01 2620 610 2 001 000	\$56.48
412 MENARDS	CAPS RETURNED	01 2620 610 1 001 000	-\$11.49
413 MENARDS	CAPS RETURNED	01 2620 610 2 001 000	-\$11.49
414 MENARDS	PLUMBING SUPPLIES	01 2620 610 1 001 004	\$5.49
415 MENARDS	PLUMBING SUPPLIES	01 2620 610 1 001 000	\$2.75
416 MENARDS	PLUMBING SUPPLIES	01 2620 610 2 001 000	\$2.74
417 MENARDS	CUSTODIAN TOOLS	01 2610 610 1 001 005	\$47.95
418 MENARDS	CEMENT REPAIR SUPPLIES	01 2620 610 2 001 002	\$35.90
419 MENARDS	MAINT. SUPPLIES	01 2620 610 1 001 000	\$19.21
420 MENARDS	MAINT. SUPPLIES	01 2620 610 2 001 000	\$19.21
421 MENARDS	MAINT. SUPPLIES	01 2620 610 1 001 009	\$35.13
422 MENARDS	MAINT. SUPPLIES	01 2620 610 1 001 000	\$36.45
423 MENARDS	MAINT. SUPPLIES	01 2620 610 2 001 000	\$36.45
424 MENARDS	COPPER PIPE	01 2620 610 1 001 000	\$6.61
425 MENARDS	COPPER PIPE	01 2620 610 2 001 000	\$6.60
426 MENARDS	CARPET SHAMPOO	01 2650 610 1 001 000	\$27.96
427 MENARDS	CARPET SHAMPOO	01 2650 610 2 001 000	\$27.96

428 MENARDS	MAINT SUPPLIES	01 2650 610 1 001 000	\$45.96
429 MENARDS	MAINT SUPPLIES	01 2650 610 2 001 000	\$45.96
430 MENARDS	MIDDLE SCHOOL SUPPLIES	01 2620 610 1 001 014	\$8.20
431 MENARDS	TEFLON TAPE	01 2620 610 1 001 000	\$1.34
432 MENARDS	TEFLON TAPE	01 2620 610 2 001 000	\$1.33
433 MENARDS	MIDDLE SCHOOL SUPPLIES	01 2620 610 1 001 014	\$11.96
434 MENARDS	CARPET ADHESIVE AND BRUSH	01 2620 610 1 001 000	\$4.74
435 MENARDS	CARPET ADHESIVE AND BRUSH	01 2620 610 2 001 000	\$4.73
436 MENARDS	PAINT STRAINER	01 2610 610 1 001 014	\$4.98
437 MENARDS	SUPPLIES	01 2620 610 1 001 000	\$21.82
438 MENARDS	SUPPLIES	01 2620 610 2 001 000	\$21.82
439 MENARDS	SUPPLIES	01 2620 610 2 001 002	\$397.78
440 MENARDS	MAINT. SUPPLIES	01 2620 610 1 001 000	\$31.47
441 MENARDS	MAINT. SUPPLIES	01 2620 610 2 001 000	\$31.46
442 MENARDS	THREADED PVC CAP	01 2620 610 1 001 000	\$4.83
443 MENARDS	THREADED PVC CAP	01 2620 610 2 001 000	\$4.83
444 MENARDS	JH SUPPLIES	01 2620 610 2 001 002	\$4.67
445 MENARDS	HOSE	01 2610 610 1 001 004	\$37.98
MID-STATE ENGINEERING & 446 TESTING, INC	CONCRETE TESTING AT JH	01 2620 431 2 001 002	\$586.00
MIDWEST TECHNOLOGY 447 PRODUCTS	COOP-CLASSROOM SUPPLIES	01 1100 610 2 206 001	\$6.91
448 MIDWEST TENNIS & TRACK	SH TRACK MAINTENANCE	01 2620 431 2 001 001	\$23,520.00
449 MILLER, AMY	CONTRACTED PT SERVICES	01 2171 320 1 004 000	\$5,707.75
450 MILLER, AMY	CONTRACTED PT MILEAGE	01 2171 334 1 004 000	\$98.32
451 MILLER, TIM	7/8 GR TRACK @YANKTON	01 2190 580 2 001 000	\$15.00
452 MILLER, TIM	SPORTS TRAVEL	01 2190 580 2 001 000	\$8.55
453 MILLER, TINA	PARENT MILEAGE	01 2713 332 1 004 021	\$451.90
454 MODEL ELECTRIC INC	DOOR REPAIR	01 2620 431 1 001 004	\$104.00
455 MODEL ELECTRIC INC	LIGHT NOT WORKING	01 2620 431 1 001 000	\$34.00
456 MODEL ELECTRIC INC	LIGHT NOT WORKING	01 2620 431 2 001 000	\$34.00
457 MODEL ELECTRIC INC	CHANGED OUTSIDE LIGHT TO LED	01 2620 431 1 001 000	\$327.42
458 MODEL ELECTRIC INC	CHANGED OUTSIDE LIGHT TO LED	01 2620 431 2 001 000	\$327.41
459 MODEL ELECTRIC INC	CHANGED FIELD SPEAKERS	01 2620 431 1 001 014	\$1,360.26
460 MONTESSORI SERVICES	CLASSROOM SUPPLIES	01 1100 610 1 612 005	\$18.95
461 MUELLER, JULIE	STAFF MILEAGE	01 2153 333 1 004 000	\$109.32
462 MUELLER, JULIE	STAFF MILEAGE	01 2152 333 1 004 021	\$49.45
463 NAPA OF NORFOLK	OIL FILTER FOR VECHICLE #27	01 2650 610 1 001 000	\$4.93
464 NAPA OF NORFOLK	OIL FILTER FOR VECHICLE #27	01 2650 610 2 001 000	\$4.93

NATIONAL INSTITUTE OF 465 CRIME PREVENTION	NATIONAL INSTITUTE OF CRIME	01 3541 330 1 004 000	\$2,200.00
466 NCS PEARSON	APRIL Q INTERACTIVE	01 2141 610 1 014 000	\$93.96
467 NCS PEARSON	APRIL Q INTERACTIVE	01 2141 610 2 014 000	\$93.96
468 NCS PEARSON	APRIL Q INTERACTIVE	01 2142 610 1 014 000	\$20.88
469 NCS PEARSON	APRIL Q INTERACTIVE	01 2141 610 1 014 000	\$43.34
470 NCS PEARSON	APRIL Q INTERACTIVE	01 2141 610 2 014 000	\$43.33
471 NCS PEARSON	APRIL Q INTERACTIVE	01 2142 610 1 014 000	\$9.63
472 NCS PEARSON	APRIL Q INERACTIVE	01 2141 610 1 014 000	\$78.17
473 NCS PEARSON	APRIL Q INERACTIVE	01 2141 610 2 014 000	\$78.16
474 NCS PEARSON	APRIL Q INERACTIVE	01 2142 610 1 014 000	\$17.37
475 NCSA	NE & NATIONAL MEMBERSHIPS	01 2320 810 1 033 000	\$427.50
476 NCSA	NE & NATIONAL MEMBERSHIPS	01 2320 810 2 033 000	\$427.50
NEBRASKA PUBLIC POWER 477 DISTRICT	ELECTRICITY	01 2610 621 1 001 010	\$1,641.29
NEBRASKA PUBLIC POWER 478 DISTRICT	ELECTRICITY	01 2610 621 1 001 003	\$2,151.35
NEBRASKA PUBLIC POWER 479 DISTRICT	ELECTRICITY	01 2610 621 1 001 004	\$1,578.01
NEBRASKA PUBLIC POWER 480 DISTRICT	ELECTRICITY	01 2610 621 1 001 005	\$1,993.02
NEBRASKA PUBLIC POWER 481 DISTRICT	ELECTRICITY	01 2610 621 1 001 008	\$2,387.07
NEBRASKA PUBLIC POWER 482 DISTRICT	ELECTRICITY	01 2610 621 1 001 009	\$1,479.09
NEBRASKA PUBLIC POWER 483 DISTRICT	ELECTRICITY	01 2610 621 2 001 002	\$10,953.81
NEBRASKA PUBLIC POWER 484 DISTRICT	ELECTRICITY	01 2610 621 2 001 001	\$34,848.55
NEBRASKA PUBLIC POWER 485 DISTRICT	ELECTRICITY	01 2610 621 1 001 014	\$7,273.46
NEBRASKA PUBLIC POWER 486 DISTRICT	ELECTRICITY	01 2610 621 1 001 000	\$1,131.09
NEBRASKA PUBLIC POWER 487 DISTRICT	ELECTRICITY	01 2610 621 2 001 000	\$1,131.08
NEBRASKA PUBLIC POWER 488 DISTRICT	ELECTRICITY	01 2610 621 1 001 021	\$1,362.19
489 NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	01 2570 890 1 001 000	\$100.00
490 NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	01 2570 890 2 001 000	\$100.00
491 NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	01 2570 890 1 001 000	\$112.50

492	NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	01 2570 890 2 001 000	\$112.50
	NEBRASKA SECRETARY OF	NOTARY FEE	01 2510 890 1 001 000	\$15.00
493	STATE			
	NEBRASKA SECRETARY OF	NOTARY FEE	01 2510 890 2 001 000	\$15.00
494	STATE			
	NEBRASKA/CENTRAL	PARTS FOR BUSES	01 2710 610 1 001 000	\$188.86
495	EQUIPMENT,INC			
	NEBRASKA/CENTRAL	PARTS FOR BUSES	01 2710 610 2 001 000	\$188.86
496	EQUIPMENT,INC			
497	NELSON, MAKENNA	STUDENT TEACHER SUB	01 1100 340 1 001 000	\$125.00
498	NELSON, MAKENNA	STUDENT TEACHER SUB	01 1100 340 2 001 000	\$125.00
	NORFOLK AREA CHAMBER OF	JJT BUSINESS AFTER HOURS	01 2320 890 1 033 000	\$5.00
499	COMMERCE			
	NORFOLK AREA CHAMBER OF	JJT BUSINESS AFTER HOURS	01 2320 890 2 033 000	\$5.00
500	COMMERCE			
	NORFOLK AREA CHAMBER OF	BOARD OF DIRCTORS MEETING JJT	01 2320 890 1 033 000	\$5.00
501	COMMERCE			
	NORFOLK AREA CHAMBER OF	BOARD OF DIRCTORS MEETING JJT	01 2320 890 2 033 000	\$5.00
502	COMMERCE			
503	NORFOLK COUNTRY CLUB	ACTION COUNCIL LUNCH	01 2320 890 1 033 000	\$7.21
504	NORFOLK COUNTRY CLUB	ACTION COUNCIL LUNCH	01 2320 890 2 033 000	\$7.21
505	NORFOLK DAILY NEWS	ADS	01 2510 540 1 901 000	\$473.75
506	NORFOLK DAILY NEWS	ADS	01 2510 540 2 901 000	\$473.75
507	NORFOLK DAILY NEWS	ADS	01 2310 540 1 001 000	\$17.01
508	NORFOLK DAILY NEWS	ADS	01 2310 540 2 001 000	\$17.00
509	NORFOLK DAILY NEWS	ADS	01 2510 540 1 001 000	\$76.95
510	NORFOLK DAILY NEWS	ADS	01 2510 540 2 001 000	\$76.94
511	NORFOLK DAILY NEWS	ADS	01 6910 350 1 004 000	\$4.66
512	NORFOLK DAILY NEWS	ADS	01 6910 350 2 004 000	\$4.66
513	NORFOLK DAILY NEWS	ADS	01 2310 540 1 010 000	\$356.39
514	NORFOLK DAILY NEWS	ADS	01 2310 540 2 010 000	\$356.39
515	NORFOLK DAILY NEWS	ADVERTISEMENT	01 6416 540 1 017 000	\$645.00
516	NORFOLK FAMILY YMCA	A.RICH 8/22-12/22 PAYROLL	01 6968 340 1 001 014	\$2,310.00
517	NORFOLK WINSUPPLY	SUPPLIES	01 2620 610 1 001 010	\$49.92
518	NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 004	\$614.12
519	NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 003	\$130.80
520	NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 000	\$261.60
521	NORFOLK WINSUPPLY	FILTERS	01 2620 610 2 001 000	\$261.60
522	NORFOLK WINSUPPLY	SH TRACK & FIELD SUPPLY	01 2620 610 2 001 001	\$52.56
523	NORFOLK WINSUPPLY	GASKETS	01 2620 610 1 001 000	\$43.08

524 NORFOLK WINSUPPLY	GASKETS	01 2620 610 2 001 000	\$43.08
525 NORFOLK WINSUPPLY	RETURNED FILTERS	01 2620 610 1 001 021	-\$264.00
526 NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 008	\$1,059.24
527 NORFOLK WINSUPPLY	BOTTLE FILTER	01 2620 610 1 001 005	\$105.54
528 NORFOLK WINSUPPLY	SOLENOIDS	01 2620 610 1 001 010	\$520.00
529 NORFOLK WINSUPPLY	COUPLING	01 2620 610 1 001 000	\$2.63
530 NORFOLK WINSUPPLY	COUPLING	01 2620 610 2 001 000	\$2.62
531 NORFOLK WINSUPPLY	REFRIGERANT	01 2620 610 1 001 008	\$777.00
532 NORFOLK WINSUPPLY	REFRIGERANT	01 2620 610 1 001 000	\$388.50
533 NORFOLK WINSUPPLY	REFRIGERANT	01 2620 610 2 001 000	\$388.50
534 NORFOLK WINSUPPLY	BOTTLE FILTER	01 2620 610 1 001 005	\$88.00
535 NORFOLK WINSUPPLY	CARTRIDGE	01 2620 610 1 001 000	\$22.42
536 NORFOLK WINSUPPLY	CARTRIDGE	01 2620 610 2 001 000	\$22.42
537 NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 005	\$91.92
538 NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 000	\$179.10
539 NORFOLK WINSUPPLY	FILTERS	01 2620 610 2 001 000	\$179.10
540 NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 005	\$358.20
541 NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 008	\$208.08
542 NORFOLK WINSUPPLY	FILTERS	01 2620 610 2 001 002	\$367.68
543 NORFOLK WINSUPPLY	FILTERS	01 2620 610 2 001 002	\$195.96
544 NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 014	\$810.00
545 NORFOLK WINSUPPLY	CAPACITOR FOR TECH	01 2620 610 1 001 000	\$27.20
546 NORFOLK WINSUPPLY	CAPACITOR FOR TECH	01 2620 610 2 001 000	\$27.19
547 NORFOLK WINSUPPLY	REFRIGERANT	01 2620 610 2 001 001	\$3,000.00
548 NOVEL IDEAS, INC.	BOOKS & PERIODICALS	01 1100 640 1 028 000	\$205.25
549 NOVEL IDEAS, INC.	SUMMER SCHOOL MATERIALS	01 1100 640 1 028 000	\$320.25
550 NPS SUBSIDIARY	CHARTER BUS	01 2710 350 2 001 000	\$1,644.00
551 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 2 001 002	\$35.00
552 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 2 001 002	\$129.07
553 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 2 001 002	\$102.60
554 NPS SUBSIDIARY	PODCAST/CLUB #18	01 6988 610 2 001 002	\$12.00
555 NPS SUBSIDIARY	MENTOR MEETING SUPPLIES #7	01 2211 610 1 901 000	\$65.51
556 NPS SUBSIDIARY	MENTOR MEETING SUPPLIES #7	01 2211 610 2 901 000	\$65.50
557 NPS SUBSIDIARY	BACKGROUND CHECKS #7	01 2510 340 1 001 000	\$13.75
558 NPS SUBSIDIARY	BACKGROUND CHECKS #7	01 2510 340 2 001 000	\$13.75
559 NPS SUBSIDIARY	LAW POSTERS #7	01 2214 610 1 901 000	\$14.95
560 NPS SUBSIDIARY	LAW POSTERS #7	01 2214 610 2 901 000	\$14.95
561 NPS SUBSIDIARY	SUPPLIES #16	01 1100 610 1 710 008	\$251.85
562 NPS SUBSIDIARY	SUPPLIES #16	01 1100 610 1 710 008	\$6.99
563 NPS SUBSIDIARY	SUPPLIES #16	01 1100 610 1 701 008	\$41.98

564 NPS SUBSIDIARY	FILAMENT #16	01 3535 610 2 027 000	\$497.84
565 NPS SUBSIDIARY	SUPPLIES #16	01 1200 610 1 753 008	\$36.07
566 NPS SUBSIDIARY	SUPPLIES #16	01 1200 610 1 753 008	\$224.93
567 NPS SUBSIDIARY	SUPPLIES #16	01 1100 610 1 722 008	\$198.72
568 NPS SUBSIDIARY	LODGING #16	01 2410 580 1 705 008	\$159.74
569 NPS SUBSIDIARY	SUPPLIES #16	01 1100 610 1 710 008	\$58.42
570 NPS SUBSIDIARY	SUPPLIES #16	01 2120 610 1 720 008	\$192.06
571 NPS SUBSIDIARY	SUPPLIES #16	01 1100 610 1 705 008	\$92.32
572 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 1 001 014	\$194.28
573 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 1 001 014	\$31.82
574 NPS SUBSIDIARY	LIBRARY BINS #16	01 1100 610 1 705 008	\$1,164.10
575 NPS SUBSIDIARY	NATL INSTITUTE OF CRIME PREV	01 3541 580 1 004 000	\$2,912.80
576 NPS SUBSIDIARY	SUPPLIES #30	01 3541 610 1 004 000	\$4,076.00
577 NPS SUBSIDIARY	MWARE #25	01 2230 650 1 005 000	\$103.77
578 NPS SUBSIDIARY	MWARE #25	01 2230 650 2 005 000	\$103.77
579 NPS SUBSIDIARY	KEYBOARD #19	01 2230 650 1 005 000	\$16.67
580 NPS SUBSIDIARY	KEYBOARD #19	01 2230 650 2 005 000	\$16.66
581 NPS SUBSIDIARY	SUPPLIES #24	01 1200 610 2 022 002	\$248.72
582 NPS SUBSIDIARY	FIX MACBOOK AIR SCREEN #24	01 1100 340 2 114 002	\$350.00
583 NPS SUBSIDIARY	STUDENT LAB SUPPLIES #24	01 1100 610 2 111 002	\$40.90
584 NPS SUBSIDIARY	POSTAGE FOR STAFF BANQUET #24	01 2410 531 2 141 002	\$28.80
585 NPS SUBSIDIARY	KLEENEX #24	01 1100 610 2 141 002	\$34.07
586 NPS SUBSIDIARY	LAB SUPPLIES #24	01 1100 610 2 111 002	\$217.42
587 NPS SUBSIDIARY	GLUE #24	01 1100 610 2 109 002	\$14.64
588 NPS SUBSIDIARY	HYDROPONIC SPONGE #24	01 1100 610 2 137 002	\$27.98
589 NPS SUBSIDIARY	ORBEEZ #24	01 1100 610 2 109 002	\$15.48
590 NPS SUBSIDIARY	LAB SUPPLIES #24	01 1100 610 2 138 002	\$86.30
591 NPS SUBSIDIARY	LAB SUPPLIES #24	01 1100 610 2 111 002	\$126.05
592 NPS SUBSIDIARY	BALSA WOOD STICKS #24	01 1100 610 2 112 002	\$51.98
593 NPS SUBSIDIARY	BOOKS & PERIODICALS #13	01 2220 640 1 423 014	\$44.25
594 NPS SUBSIDIARY	STUDENT SUPPLIES FOR CLASSROOM	01 1100 610 2 114 002	\$36.45
595 NPS SUBSIDIARY	SUPPLIES #24	01 1100 610 2 108 002	\$206.95
596 NPS SUBSIDIARY	CONDIMENT BOTTLE #24	01 1100 610 2 109 002	\$19.98
597 NPS SUBSIDIARY	PROJECTOR BULB #24	01 1100 610 2 106 002	\$98.20
598 NPS SUBSIDIARY	SUPPLIES #24	01 1100 610 2 141 002	\$36.99
599 NPS SUBSIDIARY	STAFF APPRECIATION BASKETS #1	01 2310 890 1 033 000	\$1,019.84
600 NPS SUBSIDIARY	STAFF APPRECIATION BASKETS #1	01 2310 890 2 033 000	\$1,019.83
601 NPS SUBSIDIARY	PENS #1	01 2320 610 1 033 000	\$22.97
602 NPS SUBSIDIARY	PENS #1	01 2320 610 2 033 000	\$22.96
603 NPS SUBSIDIARY	POSTAGE #1	01 2320 531 1 033 000	\$9.73

604 NPS SUBSIDIARY	POSTAGE #1	01 2320 531 2 033 000	\$9.72
605 NPS SUBSIDIARY	ACTIVITIES MEETING LUNCH #1	01 2190 890 2 001 000	\$102.25
606 NPS SUBSIDIARY	NEBSPRA CONF/C SCHMIDT #1	01 2310 580 1 010 000	\$63.50
607 NPS SUBSIDIARY	NEBSPRA CONF/C SCHMIDT #1	01 2310 580 2 010 000	\$63.50
608 NPS SUBSIDIARY	ROCKER SWITCH #3	01 1100 650 1 904 012	\$6.39
609 NPS SUBSIDIARY	PENCIL SHARPENER/NAME PLATES	01 1100 610 1 909 012	\$79.80
610 NPS SUBSIDIARY	CHAIR MATS #3	01 2410 610 1 904 012	\$77.98
611 NPS SUBSIDIARY	FINGER LIGHTS #3	01 1100 610 1 906 012	\$24.99
612 NPS SUBSIDIARY	SUPPLIES #3	01 1200 610 1 954 012	\$355.80
613 NPS SUBSIDIARY	SUPPLIES #3	01 1200 610 1 954 012	\$169.56
614 NPS SUBSIDIARY	CLASSROOM SUPPLIES #3	01 1100 610 1 909 012	\$64.86
615 NPS SUBSIDIARY	CLASSROOM SUPPLIES #3	01 1100 610 1 908 012	\$85.42
616 NPS SUBSIDIARY	SUPPLIES #13	01 1200 610 1 493 014	\$326.38
617 NPS SUBSIDIARY	POSTAGE #13	01 2120 531 1 404 014	\$769.80
618 NPS SUBSIDIARY	SUPPLIES #13	01 2310 610 1 001 000	\$22.00
619 NPS SUBSIDIARY	SUPPLIES #13	01 2310 610 2 001 000	\$22.00
620 NPS SUBSIDIARY	SUPPLIES #13	01 1200 610 1 493 014	\$8.03
621 NPS SUBSIDIARY	SUPPLIES #12	01 1100 610 1 821 009	\$24.87
622 NPS SUBSIDIARY	SUPPLIES #12	01 1200 610 1 853 009	\$159.50
623 NPS SUBSIDIARY	CLASSROOM SUPPLIES #3	01 1100 610 1 908 012	\$213.38
624 NPS SUBSIDIARY	SPONGES #3	01 1100 610 1 919 012	\$17.94
625 NPS SUBSIDIARY	GENERAL SUPPLIES #3	01 1100 610 1 902 012	\$68.95
626 NPS SUBSIDIARY	STUDENT INCENTIVES/TOTE BAGS	01 1100 610 1 915 012	\$42.97
627 NPS SUBSIDIARY	CATERPILLARS #3	01 1100 610 1 909 012	\$11.50
628 NPS SUBSIDIARY	CATERPILLARS #3	01 1100 610 1 913 012	\$11.49
629 NPS SUBSIDIARY	CALENDAR POCKET CHART #3	01 2410 610 1 904 012	\$55.96
630 NPS SUBSIDIARY	REPAIRS TO COACH BUS #107 #8	01 2710 340 1 001 000	\$3,336.46
631 NPS SUBSIDIARY	REPAIRS TO COACH BUS #107 #8	01 2710 340 2 001 000	\$3,336.46
632 NPS SUBSIDIARY	SUPPLIES #9	01 1100 610 1 321 004	\$58.94
633 NPS SUBSIDIARY	SUPPLIES #9	01 1100 610 1 305 004	\$61.14
634 NPS SUBSIDIARY	SUPPLIES #9	01 1150 610 1 357 004	\$13.97
635 NPS SUBSIDIARY	SUPPLIES #9	01 1150 610 1 357 004	\$89.75
636 NPS SUBSIDIARY	SUPPLIES #9	01 1150 610 1 357 004	\$114.59
637 NPS SUBSIDIARY	SUPPLIES #9	01 1150 610 1 357 004	\$58.94
638 NPS SUBSIDIARY	SUPPLIES #9	01 1100 610 1 312 004	\$65.76
639 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 1 001 014	\$86.85
640 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 2 001 002	\$108.80
641 NPS SUBSIDIARY	SUPPLIES #12	01 1200 610 1 853 009	\$131.49
642 NPS SUBSIDIARY	SUPPLIES #12	01 1100 610 1 802 009	\$86.44
643 NPS SUBSIDIARY	SUPPLIES #12	01 1100 610 1 821 009	\$43.96

644 NPS SUBSIDIARY	KEY CABINET #29	01 2410 610 2 209 001	\$27.99
645 NPS SUBSIDIARY	CLASSROOM SUPPLIES #29	01 1100 610 2 225 001	\$35.00
646 NPS SUBSIDIARY	CLASSROOM SUPPLIES #29	01 1200 610 2 258 001	\$113.88
647 NPS SUBSIDIARY	CLASSROOM SUPPLIES #29	01 1150 610 2 299 001	\$59.98
648 NPS SUBSIDIARY	CLASSROOM SUPPLIES #29	01 1100 610 2 225 001	\$62.46
649 NPS SUBSIDIARY	CLASSROOM SUPPLIES #29	01 1100 610 2 225 001	\$101.70
650 NPS SUBSIDIARY	HDMI CABLES #29	01 2410 610 2 209 001	\$141.94
651 NPS SUBSIDIARY	CULINARY LAB SUPPLIES #28	01 1100 610 2 204 001	\$223.20
652 NPS SUBSIDIARY	CLASSROOM SUPPLIES #23	01 1200 610 2 258 001	\$102.78
653 NPS SUBSIDIARY	TREES #22	01 2410 610 2 209 001	\$244.44
654 NPS SUBSIDIARY	AFS GARDEN SUPPLIES #22	01 2410 610 2 209 001	\$78.89
655 NPS SUBSIDIARY	CLASSROOM SUPPLIES #22	01 1100 610 2 211 001	\$116.85
656 NPS SUBSIDIARY	GENERAL SUPPLIES #22	01 1100 610 2 227 001	\$643.12
657 NPS SUBSIDIARY	WIRING/BASIC ELECTRICITY LAB	01 1100 610 2 211 001	\$441.00
658 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 2 001 002	\$21.56
659 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 1 001 014	\$195.01
660 NPS SUBSIDIARY	CULINARY LAB SUPPLIES #22	01 1100 610 2 204 001	\$131.19
661 NPS SUBSIDIARY	OFFICE SUPPLIES #22	01 2410 610 2 209 001	\$91.83
662 NPS SUBSIDIARY	ED PUZZLE #21	01 1150 610 2 299 001	\$12.50
663 NPS SUBSIDIARY	CALCULATORS #21	01 2410 610 2 209 001	\$389.17
664 NPS SUBSIDIARY	STAMPS #21	01 2410 531 2 209 001	\$90.40
665 NPS SUBSIDIARY	CLASSROOM SUPPLIES #21	01 1100 610 2 206 001	\$31.95
666 NPS SUBSIDIARY	LAB SUPPLIES #5	01 1100 610 2 204 001	\$77.39
667 NPS SUBSIDIARY	LAB SUPPLIES #5	01 1100 610 2 204 001	\$120.67
668 NPS SUBSIDIARY	ALTERNATIVE SEATING #5	01 1200 610 2 004 001	\$1,099.98
669 NPS SUBSIDIARY	GENERAL SUPPLIES #5	01 1100 610 2 226 001	\$1,200.00
670 NPS SUBSIDIARY	POSTAGE #5	01 2410 531 2 209 001	\$23.34
671 NPS SUBSIDIARY	CLASSROOM SUPPLIES #5	01 1100 610 2 208 001	\$99.99
672 NPS SUBSIDIARY	INCENTIVES #17	01 1200 610 2 004 000	\$4.99
673 NPS SUBSIDIARY	NASES PARKING #17	01 1200 580 1 004 000	\$5.63
674 NPS SUBSIDIARY	NASES PARKING #17	01 1200 580 2 004 000	\$5.62
675 NPS SUBSIDIARY	SUPPLIES #20	01 2310 610 1 001 000	\$87.69
676 NPS SUBSIDIARY	SUPPLIES #20	01 2310 610 2 001 000	\$87.69
677 NPS SUBSIDIARY	BOARD MEAL #20	01 2510 890 1 001 000	\$22.92
678 NPS SUBSIDIARY	BOARD MEAL #20	01 2510 890 2 001 000	\$22.91
679 NPS SUBSIDIARY	SUPPLIES #15	01 1100 610 1 201 003	\$56.22
680 NPS SUBSIDIARY	SUPPLIES #15	01 1100 610 1 223 003	\$213.60
681 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 2 001 002	\$82.90
682 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 1 001 014	\$8.99
683 NPS SUBSIDIARY	SUPPLIES #15	01 1100 610 1 218 003	\$175.58

684 NPS SUBSIDIARY	SUPPLIES #15	01 2151 610 1 253 003	\$7.68
685 NPS SUBSIDIARY	SUPPLIES #14	01 1100 610 1 610 005	\$152.87
686 NPS SUBSIDIARY	SUPPLIES #14	01 1100 610 1 637 005	\$93.63
687 NPS SUBSIDIARY	CORKBOARD #14	01 2510 610 1 001 000	\$483.58
688 NPS SUBSIDIARY	SUPPLIES #14	01 1100 610 1 612 005	\$163.00
689 NPS SUBSIDIARY	DOOR SLAM STOPPERS #14	01 1100 610 1 602 005	\$31.96
690 NPS SUBSIDIARY	DOOR SLAM STOPPERS #14	01 1100 610 1 637 005	\$94.24
691 NPS SUBSIDIARY	SUPPLIES #14	01 1100 610 1 609 005	\$148.72
692 NPS SUBSIDIARY	BOOKS & PERIODICALS #2	01 6310 640 2 028 000	\$35.95
693 NPS SUBSIDIARY	EDUCATOR SUMMIT/MARKGRAF AND	01 6310 330 1 028 000	\$170.00
694 NPS SUBSIDIARY	BOOKS & PERIODICALS #2	01 6310 640 2 028 000	\$43.20
695 NPS SUBSIDIARY	SMORE EDUCATOR ACCOUNT #2	01 1100 643 1 028 000	\$99.00
696 NPS SUBSIDIARY	BOOKS & PERIODICALS #2	01 6200 640 1 028 009	\$227.26
697 NPS SUBSIDIARY	SUPPLIES #6	01 1200 610 1 155 010	\$33.19
698 NPS SUBSIDIARY	SUPPLIES #6	01 1200 610 1 155 010	\$90.00
699 NPS SUBSIDIARY	SUPPLIES #6	01 1100 610 1 104 010	\$51.06
700 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 1 001 014	\$151.18
701 NPS SUBSIDIARY	SUPPLIES #6	01 1100 610 1 104 010	\$100.80
702 NPS SUBSIDIARY	SUPPLIES #6	01 1100 610 1 104 010	\$95.30
703 NPS SUBSIDIARY	SUPPLIES #6	01 1100 610 1 127 010	\$150.00
704 NPS SUBSIDIARY	SUPPLIES #6	01 1200 610 1 155 010	\$125.17
705 NPS SUBSIDIARY	BOOKS AND TABLE #10	01 3541 610 1 004 000	\$29.99
706 NPS SUBSIDIARY	SUPPLIES #10	01 3541 610 1 004 000	\$66.96
707 NPS SUBSIDIARY	SUPPLIES #10	01 3541 610 1 004 000	\$114.51
708 NPS SUBSIDIARY	SUPPLIES #10	01 3541 610 1 004 000	\$125.34
709 NPS SUBSIDIARY	SUPPLIES #10	01 3541 610 1 004 000	\$179.64
710 NPS SUBSIDIARY	FAMILY ACTIVITY MEAL #10	01 3541 610 1 004 000	\$596.00
711 NPS SUBSIDIARY	CUPCAKES #10	01 3541 610 1 004 000	\$144.00
712 NPS SUBSIDIARY	SUPPLIES #10	01 3541 610 1 004 000	\$223.79
713 NPS SUBSIDIARY	SUPPLIES #10	01 3541 610 1 004 000	\$188.74
714 NPS SUBSIDIARY	SUPPLIES #10	01 3541 610 1 004 000	\$192.44
715 NPS SUBSIDIARY	SUPPLIES #10	01 3541 610 1 004 000	\$202.58
716 NPS SUBSIDIARY	SUPPLIES #10	01 1291 610 1 017 021	\$17.99
717 NPS SUBSIDIARY	CLASSROOM SUPPLIES #10	01 1190 610 1 163 021	\$288.86
718 NPS SUBSIDIARY	SUPPLIES #10	01 1190 610 1 163 021	\$14.99
719 NPS SUBSIDIARY	PHONE	01 2510 382 1 001 010	\$93.89
720 NPS SUBSIDIARY	PHONE	01 2510 382 1 001 003	\$93.89
721 NPS SUBSIDIARY	PHONE	01 2510 382 1 001 004	\$93.53
722 NPS SUBSIDIARY	PHONE	01 2510 382 1 001 005	\$93.89
723 NPS SUBSIDIARY	PHONE	01 2510 382 1 001 008	\$93.89

724 NPS SUBSIDIARY	PHONE	01 2510 382 1 001 009	\$93.89
725 NPS SUBSIDIARY	PHONE	01 2510 382 1 001 012	\$91.39
726 NPS SUBSIDIARY	PHONE	01 2510 382 2 001 002	\$190.68
727 NPS SUBSIDIARY	PHONE	01 2510 382 2 001 001	\$377.53
728 NPS SUBSIDIARY	PHONE	01 2510 382 1 001 014	\$188.12
729 NPS SUBSIDIARY	PHONE	01 2510 382 1 001 000	\$187.25
730 NPS SUBSIDIARY	PHONE	01 2510 382 2 001 000	\$187.24
731 NPS SUBSIDIARY	PHONE	01 2510 382 1 001 021	\$93.53
732 NPS SUBSIDIARY	ELECTRICITY	01 2610 621 1 001 012	\$1,599.35
733 NPS SUBSIDIARY	POSTAGE	01 2320 531 1 033 000	\$4.48
734 NPS SUBSIDIARY	POSTAGE	01 2320 531 2 033 000	\$4.47
735 NPS SUBSIDIARY	SPRINKLER PARTS	01 2630 610 1 001 000	\$734.29
736 NPS SUBSIDIARY	SPRINKLER PARTS	01 2630 610 2 001 000	\$734.29
737 NPS SUBSIDIARY	DEPENDENT/HEALTHCARE FEES	01 2510 340 1 001 000	\$240.13
738 NPS SUBSIDIARY	DEPENDENT/HEALTHCARE FEES	01 2510 340 2 001 000	\$240.12
739 NPS SUBSIDIARY	WATER AND SEWER	01 2610 410 1 001 012	\$83.34
740 NPS SUBSIDIARY	AFTERSCHOOL PROGRAM	01 6988 330 1 001 014	\$500.00
741 NPS SUBSIDIARY	AFTERSCHOOL PROGRAM	01 6988 330 2 001 002	\$500.00
742 NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 2 001 002	\$68.42
743 NPS SUBSIDIARY	BOOKS AND TABLE #10	01 3541 610 1 004 000	\$319.80
744 NPS SUBSIDIARY	CENTRAL SUPPLY #20	01 1100 610 0 001 000	\$2,077.07
745 NPS SUBSIDIARY	SUPPLIES #17	01 1200 610 1 004 000	\$63.99
746 NPS SUBSIDIARY	SUPPLIES #17	01 1200 610 1 004 000	\$24.98
747 NPS SUBSIDIARY	SUPPLIES #17	01 1200 610 2 004 000	\$24.97
748 NPS SUBSIDIARY	SUPPLIES #17	01 6910 610 1 004 000	\$50.27
749 NPS SUBSIDIARY	SUPPLIES #17	01 6910 610 2 004 000	\$50.27
750 NPS SUBSIDIARY	SUPPLIES #17	01 6910 610 1 004 000	\$94.80
751 NPS SUBSIDIARY	SUPPLIES #17	01 6910 610 2 004 000	\$94.80
752 NPS SUBSIDIARY	FAMILY ACTIVITY SUPPLIES #17	01 6925 610 1 004 000	\$702.65
753 NPS SUBSIDIARY	FAMILY ACTIVITY SUPPLIES #17	01 6925 610 2 004 000	\$702.65
754 NPS SUBSIDIARY	FAMILY INVOLVEMENT SUPPLIES	01 6925 610 1 004 000	\$297.11
755 NPS SUBSIDIARY	FAMILY INVOLVEMENT SUPPLIES	01 6925 610 2 004 000	\$297.10
756 NPS SUBSIDIARY	SUPPLIES #17	01 2130 610 1 004 000	\$31.55
757 NPS SUBSIDIARY	SUPPLIES #17	01 2131 610 1 004 000	\$5.57
758 NPS SUBSIDIARY	SCHOOL SUPPLIES #17	01 6910 610 1 004 000	\$464.85
759 NPS SUBSIDIARY	SCHOOL SUPPLIES #17	01 6910 610 2 004 000	\$464.85
760 NPS SUBSIDIARY	SUPPLIES #17	01 6910 610 1 004 000	\$734.69
761 NPS SUBSIDIARY	SUPPLIES #17	01 6910 610 2 004 000	\$734.69
762 NPS SUBSIDIARY	CELL PHONES	01 3541 382 1 004 000	\$160.53
763 NPS SUBSIDIARY	CELL PHONES	01 6910 382 1 004 000	-\$42.45

764 NPS SUBSIDIARY	CELL PHONES	01 2710 382 1 001 000	\$156.48
765 NPS SUBSIDIARY	CELL PHONES	01 2710 382 2 001 000	\$156.48
766 NPS SUBSIDIARY	CELL PHONES	01 2670 382 1 035 000	\$156.48
767 NPS SUBSIDIARY	CELL PHONES	01 2670 382 2 035 000	\$156.48
768 NPS SUBSIDIARY	CELL PHONES	01 6968 382 1 001 014	\$11.09
769 NPS SUBSIDIARY	CELL PHONES	01 6968 382 2 001 002	\$11.08
770 NPS SUBSIDIARY	FUEL	01 2650 626 1 001 000	\$33.44
771 NPS SUBSIDIARY	FUEL	01 2650 626 2 001 000	\$33.43
772 OHL, CASSIE	STAFF MILEAGE	01 2141 333 1 014 000	\$14.74
773 OHL, CASSIE	STAFF MILEAGE	01 2142 333 1 014 000	\$14.74
774 OLD REPUBLIC SURETY GROUP	B.ROBINSON BOND	01 2510 340 1 001 000	\$175.00
775 OLD REPUBLIC SURETY GROUP	B.ROBINSON BOND	01 2510 340 2 001 000	\$175.00
776 OLSEN, BRENDEN	ACTIVITY WORKER	01 2190 120 2 001 000	\$31.06
777 OMAHA WORLD HERALD	CLASSIFIED ADS	01 2510 540 1 901 000	\$3,075.00
778 OMAHA WORLD HERALD	CLASSIFIED ADS	01 2510 540 2 901 000	\$3,075.00
779 OMAHA WORLD HERALD	CLASSIFIED ADS	01 2510 540 1 901 000	\$3,690.00
780 OMAHA WORLD HERALD	CLASSIFIED ADS	01 2510 540 2 901 000	\$3,690.00
781 ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 1 001 000	\$12.74
782 ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 2 001 000	\$12.74
783 ORWIG, JILL	STAFF MILEAGE	01 1200 333 1 004 000	\$101.59
OVERHEAD DOOR COMPANY OF	REPAIR TO DOORS	01 2620 431 1 001 000	\$540.38
784 NORFOLK			
OVERHEAD DOOR COMPANY OF	REPAIR TO DOORS	01 2620 431 2 001 000	\$540.37
785 NORFOLK			
786 PAPER101	PAPER	01 1100 610 0 001 000	\$216.63
787 PARCHMENT LLC	SUBSCRIPTION RENEWAL	01 2410 340 2 209 001	\$5,500.00
788 PARCO SCIENTIFIC COMPANY	COOP ORDER CLASSROOM SUPPLIES	01 1100 610 2 206 001	\$24.00
789 PENA, CORLISS	SCHOOL NURSE MILEAGE JAN-MAY23	01 2130 333 1 004 000	\$91.24
790 PEREZ PABLO, TOMASA	PARENT MILEAGE	01 2713 332 1 004 021	\$31.44
791 PERMA BOUND	BOOK ORDER	01 2220 640 1 030 000	\$26.31
792 PERMA BOUND	BOOKS & PERIODICALS	01 2220 640 2 106 002	\$535.94
793 PERMA BOUND	FINAL SHIPMENT OF BOOKS	01 2220 640 1 030 000	\$11.94
794 PERMA BOUND	BOOKS & PERIODICALS	01 2220 640 2 106 002	\$96.52
PERRY,GUTHERY,HAASE &	LEGAL SERIVCES	01 2330 317 1 001 000	\$256.00
795 GESSFORD			
PERRY,GUTHERY,HAASE &	LEGAL SERIVCES	01 2330 317 2 001 000	\$256.00
796 GESSFORD			
PERRY,GUTHERY,HAASE &	LEGAL SERIVCES	01 2330 317 1 001 000	\$399.00
797 GESSFORD			

798	PERRY,GUTHERY,HAASE & GESSFORD	LEGAL SERIVCES	01 2330 317 2 001 000	\$399.00
799	PERRY,GUTHERY,HAASE & GESSFORD	LEGAL SERVICES	01 2330 317 1 001 000	\$899.75
800	PERRY,GUTHERY,HAASE & GESSFORD	LEGAL SERVICES	01 2330 317 2 001 000	\$899.75
801	PERRY,GUTHERY,HAASE & GESSFORD	LEGAL SERVICES	01 2330 317 1 001 000	\$2,862.43
802	PERRY,GUTHERY,HAASE & GESSFORD	LEGAL SERVICES	01 2330 317 2 001 000	\$2,862.42
803	PETERSON, DAVE	BUS TRIPS 4-17, 4-28	01 2190 580 2 001 000	\$25.08
804	PLANK ROAD PUBISHING, INC	PRINT MAGAZINES W/CDS MUSIC	01 1100 610 1 201 003	\$63.73
805	PLANK ROAD PUBISHING, INC	PRINT MAGAZINES W/CDS MUSIC	01 1100 610 1 722 008	\$63.72
806	POLLARD PUMPING	JET LINE ADMIN BUILDING	01 2620 431 1 001 000	\$122.50
807	POLLARD PUMPING	JET LINE ADMIN BUILDING	01 2620 431 2 001 000	\$122.50
808	POLLARD PUMPING	HIGH SCHOOL JET LINE	01 2620 431 2 001 001	\$570.00
809	POND, AMANDA	PARENT MILEAGE	01 2713 332 1 004 021	\$49.78
810	POPPY'S PUMPKIN PATCH	FAMILY ACTIVITY	01 3541 610 1 004 000	\$898.00
811	PORTER, STEVE	ACTIVITY WORKER	01 2190 120 2 001 000	\$132.01
812	PRESENCE LEARNING, INC	APRIL23 CONTRACTED	01 1100 340 2 991 001	\$4,853.25
813	PRESENCE LEARNING, INC	APRIL23 CONTRACTED	01 1100 340 2 991 002	\$4,853.25
814	PRIME SANITATION SERVICE	MAY 2023 DUMPSTER SERVICES	01 2610 420 1 001 000	\$2,275.00
815	PRIME SANITATION SERVICE	MAY 2023 DUMPSTER SERVICES	01 2610 420 2 001 000	\$2,275.00
816	PRIME SECURED	WIRELESS ACCESS POINTS/ARUBA	01 2230 650 1 005 000	\$19,284.64
817	PRIME SECURED	WIRELESS ACCESS POINTS/ARUBA	01 2230 650 2 005 000	\$19,284.64
818	PRIME SECURED	CAMERA/PENDANT KIT/CEILING	01 1100 650 2 141 002	\$1,711.17
819	PRIORITY COMMUNICATIONS & SOLUTIONS	MOVED PHONE	01 1190 350 1 163 021	\$72.50
820	PRIORITY COMMUNICATIONS & SOLUTIONS	REPLACED NETWORK SWITCH	01 1100 610 1 705 008	\$90.00
821	QUILL CORPORATION	PAPER	01 1100 610 1 801 009	\$70.85
822	QUILL CORPORATION	GENERAL SUPPLIES	01 1100 610 1 801 009	\$135.74
823	QUILL CORPORATION	GENERAL SUPPLIES	01 1100 610 1 801 009	\$100.87
824	QUILL CORPORATION	CENTRAL SUPPLY	01 1100 610 0 001 000	\$164.00
825	QUILL CORPORATION	KLEENEX	01 1100 610 1 201 003	\$54.12
826	QUILL CORPORATION	OFFICE CHAIR	01 2410 610 2 209 001	\$302.59
827	RAMIREZ, SILVIA	PARENT MILEAGE	01 2713 332 1 004 021	\$78.60
828	RASMUSSEN MECHANICAL SERVICES, INC	REPLACED COMPRESSORS	01 2620 431 1 001 004	\$21,832.69

829	RASMUSSEN MECHANICAL SERVICES, INC	INSTALLED NEW ACTUATORS	01 2620 431 1 001 014	\$3,397.31
830	RASMUSSEN MECHANICAL SERVICES, INC	PREVENTIVE MAINTENANCE	01 2620 431 1 001 000	\$11,764.88
831	RASMUSSEN MECHANICAL SERVICES, INC	PREVENTIVE MAINTENANCE	01 2620 431 2 001 000	\$11,764.87
832	RASMUSSEN MECHANICAL SERVICES, INC	COOLING TOWER REPAIR	01 2620 431 2 001 002	\$3,704.00
833	RASMUSSEN MECHANICAL SERVICES, INC	CONF ROOM COMPRESSOR REPAIR	01 2620 431 1 001 000	\$590.00
834	RASMUSSEN MECHANICAL SERVICES, INC	CONF ROOM COMPRESSOR REPAIR	01 2620 431 2 001 000	\$590.00
835	RASMUSSEN MECHANICAL SERVICES, INC	LABOR TO EXHAUST FAN	01 2620 431 2 001 002	\$1,730.07
836	RASMUSSEN MECHANICAL SERVICES, INC	REPAIR FOR GYM OVERHEATING	01 2620 431 1 001 008	\$1,018.59
837	RASMUSSEN MECHANICAL SERVICES, INC	SERVICE CHECK CENTRAL OFFICE	01 2620 431 1 001 000	\$959.40
838	RASMUSSEN MECHANICAL SERVICES, INC	SERVICE CHECK CENTRAL OFFICE	01 2620 431 2 001 000	\$959.40
839	READING WAREHOUSE, THE	BOOKS	01 2220 640 1 030 000	\$3,126.34
840	REHAN, LACYNDA	STAFF MILEAGE	01 1190 333 1 163 021	\$40.41
841	RUSKAMP, CALBY	STUDENT TEACHER SUB	01 1100 340 1 001 000	\$62.50
842	RUSKAMP, CALBY	STUDENT TEACHER SUB	01 1100 340 2 001 000	\$62.50
843	S AND S WORLDWIDE	COOP SUPPLIES	01 1100 610 0 001 000	\$95.25
844	S AND S WORLDWIDE	COOP SUPPLIES	01 1100 610 0 001 000	\$101.75
845	S AND S WORLDWIDE	COOP SUPPLIES	01 1291 610 1 017 021	\$48.00
846	SAFESIDE SHREDDING	RECYCLING TOTE	01 1100 340 1 104 010	\$40.00
847	SAFESIDE SHREDDING	SHREDDING SERVICES	01 1100 340 2 141 002	\$40.00
848	SAFESIDE SHREDDING	SHREDDING SERVICES	01 1100 340 1 430 014	\$40.00
849	SAFESIDE SHREDDING	RECYCLING BIN	01 1100 340 1 104 010	\$40.00
850	SAFESIDE SHREDDING	DOCUMENT SHREDDING	01 1100 340 2 141 002	\$40.00
851	SCHILLING, DIANE	NURSES MILEAGE	01 2130 333 1 004 000	\$203.30
852	SCHMIT, CHELSEY	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$9.17
853	SCHMIT, CHELSEY	ELL TEACHER MILEAGE	01 1150 333 2 004 000	\$9.17
854	SCHOENHERR, BETH	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$19.91
855	SCHOLASTIC INC.	STUDENT LEARNING SUPPLIES	01 1200 610 2 194 002	\$329.68
856	SCHOLASTIC, INC.	BOOKS FOR FAN AND HOME VISITS	01 3541 610 1 004 000	\$500.00
857	SCHOOL DATEBOOKS	PLANNERS FOR 23/24	01 1100 610 1 104 010	\$413.33
858	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 1 004 000	\$131.13

859	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 2 004 000	\$131.13
860	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2131 610 1 004 000	\$23.15
861	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2131 610 2 004 000	\$23.14
862	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 1 004 000	\$14.13
863	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 2 004 000	\$14.13
864	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2131 610 1 004 000	\$2.50
865	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2131 610 2 004 000	\$2.49
866	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 1 004 000	\$79.71
867	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 2 004 000	\$79.71
868	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2131 610 1 004 000	\$14.07
869	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2131 610 2 004 000	\$14.07
870	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 1190 610 1 163 021	\$88.57
871	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 1291 610 1 017 021	\$15.63
872	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 1 004 000	\$13.29
873	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 2 004 000	\$13.29
874	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2131 610 1 004 000	\$2.34
875	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2131 610 2 004 000	\$2.34
876	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 1 004 000	\$170.07
877	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2130 610 2 004 000	\$170.07
878	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2131 610 1 004 000	\$30.01
879	SCHOOL HEALTH CORPORATION	COOP SUPPLIES	01 2131 610 2 004 000	\$30.01
880	SCHOOL HEALTH CORPORATION	COOP-CLASSROOM SUPPLIES	01 1100 610 2 204 001	\$7.65
881	SCHOOL HEALTH CORPORATION	COOP-CLASSROOM SUPPLIES	01 1200 610 2 291 001	\$6.75
882	SCHOOL SPECIALTY, LLC	CENTRAL SUPPLY	01 1100 610 0 001 000	\$5,968.83
883	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 1 001 000	\$203.11
884	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 2 001 000	\$203.11
885	SCHUURMANS, ERIN	ACTIVITY WORKER	01 2190 120 2 001 000	\$62.12
886	SCHWARTZ, SARA	STUDENT TEACHER SUB	01 1100 340 1 001 000	\$62.50
887	SCHWARTZ, SARA	STUDENT TEACHER SUB	01 1100 340 2 001 000	\$62.50
888	SCHWARTZ, SARA	STUDENT TEACHER SUB	01 6310 340 2 028 002	\$125.00
889	SCHWARTZ, SARA	STUDENT TEACHER SUB	01 1100 340 1 001 000	\$62.50
890	SCHWARTZ, SARA	STUDENT TEACHER SUB	01 1100 340 2 001 000	\$62.50
891	SCHWARTZER, SHAYLA	PARENT MILEAGE	01 2713 332 1 004 021	\$149.34
892	SCHWARTZER, SHAYLA	PARENT MILEAGE	01 2713 332 1 004 021	\$179.21
893	SECURE ASSET HOLDINGS, INC	LINE STRIPING	01 2620 431 1 001 000	\$5,229.50
894	SECURE ASSET HOLDINGS, INC	LINE STRIPING	01 2620 431 2 001 000	\$5,229.50
895	SEESAW	CLASSROOM SUPPLIES	01 1100 610 1 705 008	\$2,412.50
896	SEESAW	SEESAW FOR CLASSROOMS	01 1190 610 1 163 021	\$2,437.50
897	SEESAW	WEB/CLOUD BASED SOFTWARE	01 1100 643 1 802 009	\$2,500.00
898	SEESAW	SEESAW	01 1100 610 1 104 010	\$2,709.72

899	SERVICEMASTER OF NORFOLK	CUSTODIAL CLEANING/APRIL2023	01 2610 420 1 001 012	\$2,304.00
900	SERVICEMASTER OF NORFOLK	CUSTODIAL CLEANING/APRIL2023	01 2610 420 1 001 000	\$273.00
901	SERVICEMASTER OF NORFOLK	CUSTODIAL CLEANING/APRIL2023	01 2610 420 2 001 000	\$273.00
902	SERVICEMASTER OF NORFOLK	CUSTODIAL CLEANING/APRIL2023	01 2610 420 1 001 000	\$1,475.50
903	SERVICEMASTER OF NORFOLK	CUSTODIAL CLEANING/APRIL2023	01 2610 420 2 001 000	\$1,475.50
904	SERVICEMASTER OF NORFOLK	CUSTODIAL CLEANING/APRIL2023	01 2610 420 1 001 005	\$1,920.00
905	SHAHER, THOMAS W.	ACTIVITY WORKER	01 2190 120 2 001 000	\$178.60
906	SHERWIN-WILLIAMS	GYM FLOOR TAPE	01 2410 610 2 209 001	\$36.49
	SHORT-ELLIOTT-HENDRICKSON,	TOPOGRAPHIC SURVEY	01 2620 431 1 001 014	\$8,500.00
907	INCORPORATED			
908	SOLUTION TREE	PROF LEARNING COMMUNITIES WORK	01 2410 330 2 209 001	\$1,498.00
909	SONGCUAN, ALEXANDRA	STAFF MILEAGE	01 2141 333 1 014 000	\$25.09
910	SONGCUAN, ALEXANDRA	STAFF MILEAGE	01 2141 333 2 014 000	\$25.08
	SPORTS FACILITY	NEW WINCH PROJECT MS	01 2620 431 1 001 014	\$3,575.00
911	MAINTENANCE, LLC			
912	STAPLES	CENTRAL SUPPLY	01 1100 610 0 001 000	\$18.55
913	STAPLES	CENTRAL SUPPLY	01 1100 610 0 001 000	\$3,621.98
914	STAPLES	CENTRAL SUPPLY	01 1100 610 0 001 000	\$81.22
915	STEPP, JUDY	STAFF MILEAGE	01 1200 333 1 004 000	\$14.28
916	STEPP, JUDY	STAFF MILEAGE	01 1200 333 2 004 000	\$14.28
917	STRATHMAN, KAYLA	PARENT MILEAGE	01 2710 332 1 001 000	\$104.73
918	STRIV AV, LLC	DOCUMENT CAMERAS	01 1100 610 2 224 001	\$89.00
919	STRIV AV, LLC	DOCUMENT CAMERAS	01 1100 610 2 225 001	\$89.00
920	STRONG, BRUCE	STAFF MILEAGE	01 2410 333 1 904 012	\$239.03
921	SULLIVAN, KATLINN	PARENT MILEAGE	01 2712 332 1 004 000	\$207.77
922	SULLIVAN, KATLINN	PARENT MILEAGE	01 2712 332 1 004 000	\$191.78
923	SVENSON, CHEYENNE	PARENT MILEAGE	01 2710 332 1 001 000	\$919.96
924	THOENE, SARAH	PARENT MILEAGE	01 2713 332 1 004 021	\$161.13
	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT CONTRACT	01 2620 431 1 001 014	\$223.29
925	CORPORATION			
	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT CONTRACT	01 2620 431 1 001 005	\$223.29
926	CORPORATION			
	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT CONTRACT	01 2620 431 2 001 002	\$223.29
927	CORPORATION			
	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT CONTRACT	01 2620 431 2 001 001	\$223.29
928	CORPORATION			
	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT CONTRACT	01 2620 431 1 001 000	\$111.67
929	CORPORATION			
	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT CONTRACT	01 2620 431 2 001 000	\$111.67
930	CORPORATION			

931 TILDEN, ROSINA	PARENT MILEAGE	01 2713 332 1 004 021	\$176.06
932 TIME MANAGEMENT SYSTEMS	TIME CLOCK ASSISTANCE	01 2510 340 1 001 000	\$146.25
933 TIME MANAGEMENT SYSTEMS	TIME CLOCK ASSISTANCE	01 2510 340 2 001 000	\$146.25
934 TIME MANAGEMENT SYSTEMS	SUPPORT SERVICES FOR TIMECLOCK	01 2510 340 1 001 000	\$484.25
935 TIME MANAGEMENT SYSTEMS	SUPPORT SERVICES FOR TIMECLOCK	01 2510 340 2 001 000	\$484.25
936 TODD, HEATHER	STAFF MILEAGE-HOME VISITS	01 1190 333 1 163 021	\$58.43
937 TOPP, REBECCA	STAFF MILEAGE	01 1200 333 1 004 000	\$83.38
938 TOPP, REBECCA	STAFF MILEAGE	01 1200 333 2 004 000	\$83.38
939 U S POSTAL SERVICE	POSTAGE FOR METER	01 2510 531 1 001 000	\$250.00
940 U S POSTAL SERVICE	POSTAGE FOR METER	01 2510 531 2 001 000	\$250.00
941 UHOP ENTERTAINMENT	FAN ENTERTAINMENT	01 3541 340 1 004 000	\$805.05
UNIVERSITY OF NEBRASKA-	EMBROYOLOGY PROGRAM	01 1100 610 1 806 009	\$25.00
942 LINCOLN			
UNIVERSITY OF NEBRASKA-	EMBROYOLOGY PROGRAM	01 1100 610 1 812 009	\$25.00
943 LINCOLN			
UNIVERSITY OF NEBRASKA-	EMBRYOLOGY AND CATERPILLAR	01 1100 610 1 219 003	\$90.00
944 LINCOLN			
UNIVERSITY OF NEBRASKA-	CATERPILLAR TO BUTTERFLY	01 1100 610 1 124 010	\$60.00
945 LINCOLN			
946 WASKOWIAK, REBA	STUDENT TEACHER SUB	01 1100 340 1 001 000	\$62.50
947 WASKOWIAK, REBA	STUDENT TEACHER SUB	01 1100 340 2 001 000	\$62.50
948 WEGHER, ELLE	STAFF MILEAGE	01 2151 333 1 004 000	\$63.14
949 WILLIAM V. MACGILL	ELEMENTARY NURSE SUPPLIES	01 2130 610 1 004 000	\$1,368.35
950 WILLIAM V. MACGILL	ELEMENTARY NURSE SUPPLIES	01 2131 610 1 004 000	\$241.47
951 WILLIAM V. MACGILL	GENERAL SUPPLIES	01 2130 610 1 425 014	\$329.49
952 WINNERS CIRCLE	A FE PLAQUES	01 2310 610 1 001 000	\$27.75
953 WINNERS CIRCLE	A FE PLAQUES	01 2310 610 2 001 000	\$27.75
954 WINNERS CIRCLE	ACADEMIC AWARD MEDALS	01 1100 610 2 141 002	\$23.31
955 WINNERS CIRCLE	ALL A PLAQUE	01 2410 610 2 209 001	\$357.60
956 WINNERS CIRCLE	4TH GR TRACK MEET RIBBONS	01 2670 610 1 035 000	\$185.60
957 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 1 001 010	\$495.41
958 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 1 001 003	\$232.87
959 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 1 001 004	\$657.33
960 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 1 001 005	\$675.50
961 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 1 001 021	\$1,253.30
962 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 1 001 008	\$1,962.08
963 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 1 001 009	\$808.31
964 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 1 001 012	\$703.66
965 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 2 001 002	\$4,297.86
966 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 2 001 001	\$2,181.17

967 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 1 001 014	\$1,162.54
968 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 1 001 000	\$682.39
969 WOODRIVER ENERGY LLC	NATURAL GAS APRIL 23	01 2610 621 2 001 000	\$682.39
970 ZHANG, TAYLOR	STAFF MILEAGE	01 1100 333 1 001 000	\$65.70
971 ZHANG, TAYLOR	STAFF MILEAGE	01 1100 333 1 001 000	\$73.43
972 ZONE, THE	T OLSEN PAYROLL MAY2023	01 6968 340 1 001 014	\$1,176.25
973 ZONE, THE	M.VARELA PAYROLL MAY23	01 6968 340 2 001 002	\$675.00
974 ZONE, THE	M.INDRA APRIL/MAY2023 PAYRLL	01 6968 340 1 001 014	\$52.50
975 ZONE, THE	S.SCHWARTZ MAY23 PAYROLL	01 6968 340 1 001 014	\$885.00
976 TOTAL			\$835,408.13
977			
978			
979 <u>NUTRITION FUND</u>			
980 ADVANCE AUTO PARTS	VEHICLE SUPPLIES	02 3100 610 1 001 000	\$245.61
981 ADVANCE AUTO PARTS	VEHICLE SUPPLIES	02 3100 610 2 001 000	\$245.60
982 AMEZCUA, ALECIA	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$22.45
983 CHARTWELLS DINING SERVICES	CAREER DAY LUNCHEON	02 3100 340 2 001 002	\$2,475.00
984 COURTESY FORD	PARTS VEHICLE #17	02 3100 610 1 001 000	\$98.66
985 COURTESY FORD	PARTS VEHICLE #17	02 3100 610 2 001 000	\$98.66
986 CURRAN, CAITLIN	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$16.40
987 GODFREY, KATIE	LUNCH ACCT REFUNDS	02 3100 890 0 001 000	\$10.00
988 HASEBROOCK, TERESA	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$18.60
989 HERNANDEZ, ROSALBA	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$5.75
990 HESS, ROBYN	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$7.95
991 JING JIANG, WEN	LUNCH ACCT REFUNDS	02 3100 890 0 001 000	\$90.41
992 JONES, MAKENZIE	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$12.80
KEVIN LINGENFELTER	KITCHEN WALL REPAIR	02 3100 340 2 001 001	\$923.31
993 CONSTRUCTION			
994 LUNCHTIME SOLUTIONS, INC.	MAY MEALS	02 3100 340 1 001 000	\$122,761.98
995 LUNCHTIME SOLUTIONS, INC.	MAY MEALS	02 3100 340 2 001 000	\$122,761.97
996 MERINO, ELIZABETH	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$47.70
997 NAPA OF NORFOLK	VEHICLE #17 BATTERY	02 3100 610 1 001 000	\$69.52
998 NAPA OF NORFOLK	VEHICLE #17 BATTERY	02 3100 610 2 001 000	\$69.51
999 NPS SUBSIDIARY	LUNCH ACCT. REFUND	02 3100 890 0 001 000	\$57.30
1000 NPS SUBSIDIARY	HOSE REEL #8	02 3100 610 2 001 001	\$210.55
1001 PENA, CORLISS	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$187.25
1002 PRIM, SHERRI	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$49.50
1003 PROCHASKA, TERRI	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$55.55
RASMUSSEN MECHANICAL	INSTALL HEAT PUMP	02 3100 340 1 001 003	\$1,949.00
1004 SERVICES, INC			

RASMUSSEN MECHANICAL	EXHAUST FAN FOR KITCHEN	02 3100 340 1 001 008	\$1,336.00
1005 SERVICES, INC			
1006 REEDY, JAMES	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$48.85
1007 RUIZ GUTIERREZ, MARIA	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$119.30
1008 SCHLENDER, MANDY	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$44.80
1009 STOROVICH, JESSICA	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$41.10
1010 THOENE, SARAH	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$1,204.30
1011 TOWER, LISA	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$8.60
1012 VITALES, ROXANNA	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$7.60
1013 WERNER, DUSTYN	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$11.30
1014 TOTAL			\$255,312.88
1015			
1016			
1017 COOPERATIVE FUND			
1018 ARTEAGA, CANDICE	JUDGE CCDHH	04 1200 340 1 004 000	\$50.00
1019 ARTEAGA, CANDICE	JUDGE CCDHH	04 1200 340 2 004 000	\$50.00
1020 ARTEAGA, JONATHAN	JUDGE CCDHH	04 1200 340 1 004 000	\$50.00
1021 ARTEAGA, JONATHAN	JUDGE CCDHH	04 1200 340 2 004 000	\$50.00
1022 ARTEAGA, JONATHAN	MILEAGE	04 1200 580 1 004 000	\$11.79
1023 ARTEAGA, JONATHAN	MILEAGE	04 1200 580 2 004 000	\$11.79
1024 CALVO MENES, VICTOR	PARENT MILEAGE FOR CAMP	04 1200 580 1 004 000	\$82.53
1025 CALVO MENES, VICTOR	PARENT MILEAGE FOR CAMP	04 1200 580 2 004 000	\$82.53
1026 GOODMAN, LISA	MAY DEAF ED SERVICE TO	04 1200 340 1 004 000	\$205.88
1027 GOODMAN, LISA	MAY DEAF ED SERVICE TO	04 1200 340 2 004 000	\$205.87
1028 HELLEBERG, CAROL	MAY SIGN LANGUAGE MENTORING	04 1200 340 1 004 000	\$310.00
1029 HELLEBERG, CAROL	MAY SIGN LANGUAGE MENTORING	04 1200 340 2 004 000	\$310.00
1030 HOLIDAY INN	NERP FAMILY CAMP STAY	04 1200 580 2 004 000	\$139.95
1031 LASKA, BECKY	PARENT MILEAGE FOR CAMP	04 1200 580 1 004 000	\$36.03
1032 LASKA, BECKY	PARENT MILEAGE FOR CAMP	04 1200 580 2 004 000	\$36.02
1033 MEFFORD, LISA	PARENT MILEAGE FOR CAMP	04 1200 580 1 004 000	\$49.78
1034 MEFFORD, LISA	PARENT MILEAGE FOR CAMP	04 1200 580 2 004 000	\$49.78
1035 NPS GENERAL FUND	OUT OF DISTRICT INVOICES	04 1200 531 1 004 000	\$3.30
1036 NPS GENERAL FUND	OUT OF DISTRICT INVOICES	04 1200 531 2 004 000	\$3.30
1037 NPS SUBSIDIARY	ARTS FESTIVAL FOOD #26	04 1200 580 1 004 000	\$596.00
1038 NPS SUBSIDIARY	EIPS WEBSITE SUBSCRIPTION #26	04 1200 330 1 004 000	\$50.00
1039 NPS SUBSIDIARY	EIPS WEBSITE SUBSCRIPTION #26	04 1200 330 2 004 000	\$50.00
1040 NPS SUBSIDIARY	DEAF AWARENESS SUPPLIES #26	04 1200 610 1 004 000	\$99.42
1041 NPS SUBSIDIARY	DEAF AWARENESS SUPPLIES #26	04 1200 610 2 004 000	\$99.42
1042 NPS SUBSIDIARY	ACTIVITY SUPPLIES #26	04 1200 610 1 004 000	\$35.51
1043 NPS SUBSIDIARY	ACTIVITY SUPPLIES #26	04 1200 610 2 004 000	\$35.51

1044	NPS SUBSIDIARY	CCDHH LUNCH #26	04 1200 610 2 004 000	\$310.23
1045	NPS SUBSIDIARY	TRAVEL #26	04 1200 580 1 004 000	\$50.96
1046	NPS SUBSIDIARY	TRAVEL #26	04 1200 580 2 004 000	\$50.96
1047	NPS SUBSIDIARY	HUBBARD, GRAGERT REGISTRATION	04 1200 330 1 004 000	\$275.00
1048	NPS SUBSIDIARY	HUBBARD, GRAGERT REGISTRATION	04 1200 330 2 004 000	\$275.00
	OMAHA ASSOCIATION OF THE	EXTRAVAGANZA VENUE RENTAL	04 1200 330 1 004 000	\$500.00
1049	DEAF			
1050	PETERSEN, ROXANNE	CCDHH INTERPRETING	04 1200 340 1 004 000	\$87.50
1051	PETERSEN, ROXANNE	CCDHH INTERPRETING	04 1200 340 2 004 000	\$87.50
1052	SINKLER, SHARON	CCDHH INTERPRETING	04 1200 340 1 004 000	\$100.00
1053	SINKLER, SHARON	CCDHH INTERPRETING	04 1200 340 2 004 000	\$100.00
	STRATEGIC AIR & SPACE	DEPOSIT FOR VENUE 9/15/23	04 1200 330 1 004 000	\$2,500.00
1054	MUSEUM			
1055	TEEGERSTROM, LYDIA	JUDGE CCDHH	04 1200 340 1 004 000	\$50.00
1056	TEEGERSTROM, LYDIA	JUDGE CCDHH	04 1200 340 2 004 000	\$50.00
1057	TEEGERSTROM, LYDIA	MILEAGE	04 1200 580 1 004 000	\$15.07
1058	TEEGERSTROM, LYDIA	MILEAGE	04 1200 580 2 004 000	\$15.06
1059	U. S. CELLULAR	NERP HOTSPOTS	04 1200 610 1 004 000	\$65.24
1060	U. S. CELLULAR	NERP HOTSPOTS	04 1200 610 2 004 000	\$65.23
1061	ZYSSET, JENNIFER	PARENT MILEAGE FOR CAMP	04 1200 580 1 004 000	\$28.17
1062	ZYSSET, JENNIFER	PARENT MILEAGE FOR CAMP	04 1200 580 2 004 000	\$28.16
1063	TOTAL			\$7,358.49
1064				
1065				
1066	<u>DEPRECIATION FUND</u>			
1067	HUFF CONSTRUCTION INC.	BEL AIR ADDITION/RENOVATION	06 2900 340 1 001 010	\$200,000.00
	TEACHERS' CURRICULUM	BOOKS & PERIODICALS	06 2900 640 1 028 000	\$318.50
1068	INSTITUTE			
	TEACHERS' CURRICULUM	BOOKS & PERIODICALS	06 2900 640 2 028 000	\$318.50
1069	INSTITUTE			
1070	TOTAL			\$200,637.00
1071				
1072				
1073	<u>SPECIAL BUILDING FUND</u>			
	CANNON MOSS BRYGGER	JUNIOR HIGH RENOVATION	08 2620 340 2 001 002	\$5,665.00
1074	ARCHITECTS			
	CANNON MOSS BRYGGER	JUNIOR HIGH RENOVATION	08 2620 340 2 001 002	\$5,665.00
1075	ARCHITECTS			
1076	OCC BUILDERS, LLC	JH ADDITION/RENOVATION	08 2620 340 2 001 002	\$154,184.00
1077	STEWART TITLE COMPANY	405 & 407 WALNUT AVE PURCHASE	08 4100 710 1 001 000	\$64,500.00

1078 STEWART TITLE COMPANY	405 & 407 WALNUT AVE PURCHASE	08 4100 710 2 001 000	\$64,500.00
1079 TOTAL			\$294,514.00
1080			
1081			
1082 STUDENT FEE FUND			
1083 ARCHANGEL TABLETS LLC	CHROMBOOKS	17 2190 610 2 672 001	\$38,465.00
1084 ARCHANGEL TABLETS LLC	CHROMBOOKS	17 2190 610 2 672 002	\$38,465.00
1085 FRENCH, SIERRA	SUMMER SCHOOL REFUND	17 2190 610 2 973 001	\$40.00
1086 NORFOLK SENIOR HIGH SCHOOL	FLAG JACKET REIMB. MARMOLEJO	17 2190 610 2 973 001	\$65.00
1087 NORFOLK SENIOR HIGH SCHOOL	HUBBARD DUPLICATE PYMT TO FUND	17 2190 610 2 556 001	\$3,808.00
1088 NORFOLK SENIOR HIGH SCHOOL	C. KLEIN ONLINE RAYMENT REIMB	17 2190 610 2 556 001	\$352.00
1089 NPS SUBSIDIARY	AFTERSHOCK SUPPLIES #18	17 2190 610 2 669 002	\$78.87
1090 WEST MUSIC COMPANY	REPLACEMENT DRUMSET DRUM HEADS	17 2190 340 2 028 002	\$163.92
1091 WRITE BRAIN	YOUNG AUTHORS CLUB SUPPLIES	17 2190 610 1 669 014	\$124.95
1092 TOTAL			\$81,562.74



Little Panthers Preschool

Student Handbook

2023-2024



WELCOME!

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

INTRODUCTION

Do you want your child to....
Develop the skills to become an avid reader?
Learn beginning math skills?
Improve speech and language skills?
Be creative?
Make decisions independently?
Develop physical coordination?
Get along well with others?
Be self-confident?
Enjoy learning?
Love school?

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

ORIENTATION PROCEDURES

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

OUR PHILOSOPHY

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

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



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

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

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

Play is the work of young children.



Earlier is NOT Better

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

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

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

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

THE GOAL OF OUR CURRICULUM

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

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

WHAT CHILDREN LEARN AT HOME

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

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

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

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

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

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

DETAILS ABOUT OUR PRESCHOOL PROGRAM

PROGRAM COSTS

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

HOURS

Our Little Panthers Preschool program has one location at 2500 W. Norfolk Avenue. 3 Year Old Half Day Classes (3 by July 31st)

Monday, Tuesday, Thursday, Friday

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

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

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

Monday, Tuesday, Thursday, Friday

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

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

AFTER SCHOOL PROGRAM

Little Panthers Preschool partners with Fits & Giggles Child Care to offer the Whee! After Three aftercare program. This program is held at LPP from 3:00-6:00 each school day.

Enrollment for the program will be held in early August. If interested, please reach out to our office to get additional information.

MEAL PROGRAM

Breakfast and Lunch is offered to the full day classes.

Snack is offered to the half day classes.

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

Breakfast:

Free Meal Eligibility-- Free

Reduced Meal Eligibility-- \$0.30/meal

Full Pay Eligibility-- \$1.60/meal

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

Lunch:

Free Meal Eligibility-- Free

Reduced Meal Eligibility-- \$0.40/meal

Full Pay Eligibility-- \$2.95/meal

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

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

PROGRAM OPERATIONS AND CLOSING

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

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

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

GENERAL POLICIES

VOLUNTEERING IN THE CLASSROOM

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

be a part of your child's education! If you are looking for ways to partner, just ask your child's teacher what you can do!

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

ILLNESS

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

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

RETURN FROM ILLNESS

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

ADMINISTERING MEDICINE

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

OUTDOOR PLAY

We believe that any child who is well enough to come to school is also well enough to take part in all of the school activities. This includes outdoor play, except in a few isolated instances, so please dress your child appropriately for the weather. They should have coats, hats, and mittens/gloves during the winter. They will not be allowed to stay indoors if they do not have the appropriate attire as all staff needs to be out on the playground.

CLOTHING

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

TOYS/JEWELRY/ITEMS FROM HOME

Toys, jewelry, and items from home are not encouraged, as they are often difficult to share and may get lost or broken. The school does not assume responsibility for items brought from home. **If your child comes to school with one of these items, we will ask that they put the item in their backpack for the rest of the day.**

ATTENDANCE

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

REPORTING SUSPECTED ABUSE

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

POSITIVE BEHAVIOR SUPPORTS

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

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

*At LPP, we are RESPECTFUL

We listen and we use inside voices.

*At LPP, we are RESPONSIBLE

We keep the classroom clean.

*At LPP, we are SAFE

We use walking feet and kind hands.

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

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

PARENTAL/GUARDIAN SUPPORT

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

As a Little Panthers Pawsitive Parent, I will:

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

SUPPLIES

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

DROP-OFF & PICK-UP

Due to the young age of our students and to ensure their safety, children cannot be dropped off outside the building or allowed to walk out and enter a vehicle that is waiting.

Parents/Guardians must park their vehicle and walk students to the exterior door.

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

Door 1 (east side of building) - Clausen, Behrens, Austin

Door 2 (south side of building) - Pickinpaugh, Steinkraus, Drahota, Bettin, Dasher

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

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

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

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

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

TRANSPORTATION

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

BIRTHDAYS

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

HAND WASHING

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

CONTACTING US

Please feel free to contact us at 402-644-2501 if you have any questions or concerns. You can

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

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

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



HARASSMENT POLICY (5401) for STUDENTS AND STAFF

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

A. Elimination of Discrimination.

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

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, (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, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

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

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

harassment:

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

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

the District will follow this policy and grievance procedure, within the scope of its authority.

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation

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

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

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

i. Level 1 (Investigation and Findings):

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

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances,

expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

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

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

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

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

investigative and appeal proceedings.

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance

officer and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

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

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

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches,

paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

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

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

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

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

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

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

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

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

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

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

j. Recommending changes to this policy and grievance procedure.

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

7. Preventive Measures: The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with antidiscrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in

District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

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

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

Section 9 Student Privacy Protection Policy

It is the policy of Norfolk Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set

forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and

parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parents
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Professional Boundaries

The following professional boundaries rules are in place to protect both staff and students. Every student or parent who observes or suspects a staff member or student violating any of these rules should inform their Building Principal or Superintendent as soon as possible:

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-

mailing a message about a student's grades)

· Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.

· Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

· Making any sexual advance - verbal, written, or physical - towards a student.

· Showing sexually inappropriate materials or objects to a student.

· Discussing with a student sexual topics that are not related to a specific curriculum.

· Telling sexual jokes to a student.

· Invading a student's physical privacy (e.g., walking in on the student in a restroom).

· Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.

· Being overly "touchy" with a specific student.

· Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.

· Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).

· Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.

· Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.

· Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.

· Going to the student's home when the student's parent or a proper chaperone is not present.

· Giving gifts of a personal nature to a specific student.

· Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.

· Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.

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

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

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

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

Little Panthers Preschool Parent Signature Page



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

Child's Name: _____ Parent Signature:

_____ Date: _____

Students' Rights and Responsibilities

Nebraska State Law requires that each school district develop rules and regulations regarding students' rights and responsibilities and harassment, and distribute copies to students and parents. The attached rules and regulations are in effect for the 2022-2023-2024 school year. We request that you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact a building administrator or the Director of Student Services.

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

Parent/Guardian Signature: _____ Student Signature: _____

Student Signature: _____

Date: _____ Student Signature: _____

Permission for Excursion Trips

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

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

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

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

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

School Directory Publication

Please check one.

YES or **NO**

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

Student Image Use

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

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

Date: _____

Non-Custodial Parent Notification

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

Please send information _____ in English or _____ in Spanish.

Name _____

Telephone Number _____

Address _____

City _____ State _____ Zip _____

NOTE: PLEASE RETURN THIS ENTIRE PAGE WITH ALL THE NECESSARY INFORMATION AND SIGNATURES COMPLETED BY FRIDAY, AUGUST 19, 2022-18, 2023

Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

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

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

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

Student's Name _____

Parent's Signature _____ Date: _____

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

(Refer to Policy 6800 on pages 30-33)



ELEMENTARY HANDBOOK FOR PARENTS

~~2022-2023~~-2024

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



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

Dear Students, Parents, and Guardians:

The Norfolk Public Schools staff is excited to partner with you throughout the ~~2022-2023~~-2024 school year to maintain a positive educational environment that is focused on student learning. Please take some time to review the information in this handbook, as it outlines many important district expectations and procedures that must be followed in order for us to have a successful year.

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

NORFOLK PUBLIC SCHOOLS

NORFOLK, NEBRASKA

ELEMENTARY HANDBOOK FOR PARENTS

~~2022-2023~~-2024

Dr. Jami Jo Thompson

Superintendent of Schools

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

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

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

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

(Please keep this book and use it as a reference to help answer your questions for the ~~2022-2023~~ school year.)

Parental Involvement

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

Parents' Role

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

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

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

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

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

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

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

Norfolk Public Schools Student Handbook ~~2022-2023 School Year~~

Foreword

Intent of Handbook:

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

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

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PARENT CALENDAR

WELCOME TO NORFOLK PUBLIC SCHOOLS

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



NORFOLK PUBLIC SCHOOLS' MISSION STATEMENT:

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

THE VISION OF NORFOLK PUBLIC SCHOOLS:

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

ACCESS TO RECORDS

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

Notice Concerning Directory Information

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

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

- 9. Student's photograph; and
- 10. School or school district the student attended before he or she enrolled in Norfolk Public Schools.

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

ADMINISTRATIVE DIRECTORY

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

Central Administration Building (512 Philip) 644-2500

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

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

Elementary Administrators

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

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

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

Grant (402-644-2544)
1106 Philip Avenue
Amy Brown

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

Jefferson (402-644-2546)
406 Cottonwood Street
Jamie London

Westside (644-2561)
1703 Philip Avenue
Tracy Lichty

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

ATTENDANCE--(PLEASE READ CAREFULLY)

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

We further believe that:

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

PROCEDURES FOR REPORTING ABSENCES

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

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



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

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

EXCESSIVE ABSENCES

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

PLANNED ABSENCES

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

BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS

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



BOUNDARY EXCEPTIONS

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

Criteria for acceptance:

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

Criteria for denial:

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

4) Ongoing or reoccurring discipline issues

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

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

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

BREAKFAST PROGRAM

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

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

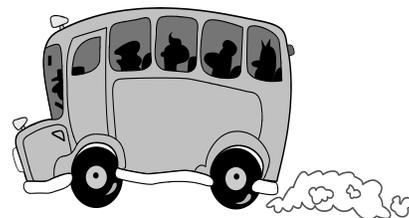
Please look for additional information on this program after school begins in August 2022.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Director of Student Services and the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

BUSES

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



NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:

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

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

CALLS TO POLICE: CRITERIA FOR ADMINISTRATORS

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

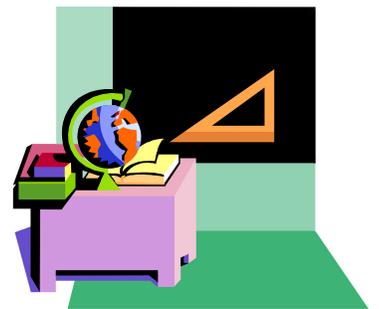
- | | |
|--------------------------------|--|
| 1. Violence | Use of weapon
Threat to safety of students/staff
Punches thrown by either party which constitute a substantial interference with school purposes |
| 2. Property Damages | Value of \$25.00 or more
Repeated violations of theft or damage under \$25.00 |
| 3. Personal Injury | Physical injury
Consider intent to injure and/or repeated offenses |
| 4. Threatening To Obtain Money | Clear extortion (succeeded in completing the transaction)
Repeated extortion attempts |
| 5. Weapons | Firearms or non-pocketknives
Other items intended to be used as weapons |
| 6. Controlled Substance | All incidences and/or imitations as outlined in law
Drug paraphernalia with drug residue |
| 7. Public Indecency | Exposing self (ages 12-19) |
| 8. Sexual Assault | Any reported assault or attempted assault—1 st or 2 nd degree only |
| 9. Danger to Student | As stated in law
Fire code violations
Bomb threats |
| 10. Repeated Violations | As stated in law
i.e. harassment
intimidation |

CARE OF SCHOOL PROPERTY

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

Please remember these simple guidelines:

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



COMPLAINT ABOUT SCHOOL DISTRICT PERSONNEL

The Norfolk Public School staff is committed to placing the needs of our students and their families first in our efforts to provide a quality educational program. However, if you encounter a conflict with any school personnel, we encourage you to resolve it directly

with them or their immediate supervisor at the building level. If this is not successful, you may complete and file a “Complaint about School District Personnel” form with the Director of Student Services at the Central Administration Office (512 Philip Avenue). These forms are available from your child’s building principal or the Director of Student Services. Anyone filing such a complaint will be contacted by the Director of Student Services within three (3) school days following receipt of the complaint to begin responding to their concerns. (Board Policy 4003)

CONDUCT AND DISCIPLINE

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

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



Parents can assist in promoting good behavior by:

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

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

Copyright and Fair Use

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

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

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

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

CURRICULUM

The following subjects are taught in the elementary schools:

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

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



Mathematics – Norfolk Public Schools uses the ENVISIONS Math program in grades K - 4th. This program encourages the development of math concepts. The lessons include math fact practice, review of math concepts, and the development of new math concepts—with guided lesson practice, and independent practice.



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



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

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

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



Programs which complement the basic curriculum areas include:

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

DEMOGRAPHIC CHANGES

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

DRESS CODE

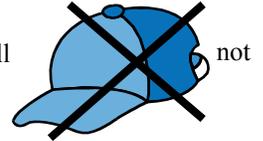


Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness is a desirable facet of the education process. Our public schools are sensitive to rapid changes in dress and grooming. **However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty, and decency.** In general,

appearances that detract from the learning atmosphere cannot be permitted. Attending school is the prime responsibility of young people. It is hoped that students of Norfolk will take pride in their appearance and their school. The final decision rests with the building principal. (Board Policy 5101)

Student attire guidelines:

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



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

EMERGENCY EXCLUSION

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

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

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

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

ENTRANCE REQUIREMENTS AND REGISTRATION



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

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

For children born in Nebraska, a state-certified birth certificate may be obtained by contacting:

Bureau of Vital Statistics - Nebraska Department of Health and Human Services, Box 95065, Lincoln, Nebraska 68509-5065 or Nebraska Department of Health and Human Services, 209 North 5th, Norfolk, NE 68701 (402-370-3124).

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

Whenever possible, student registration should take place at the child's neighborhood school. However, registrations can be received at Central Office in the Office of Student Services, should the neighborhood school be closed or occur after regular school hours. Administration will review the registration information and contact parents with a start date. This allows for appropriate and timely student and family information to be entered into our school information system (i.e. class schedule, activities, hot lunch, etc.).

EQUAL TREATMENT OF STUDENTS

SENSITIVE TO STUDENT NEEDS:

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

Procedures

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

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

FIELD TRIPS

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



FINES

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

GRADING SYSTEM

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

Academic Performance Levels for Proficiency Grading

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

Academic Performance Level for Alpha Grading

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

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

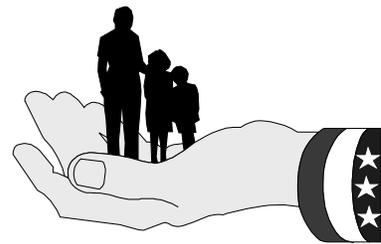
GUIDANCE AND COUNSELING SERVICES

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

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

Following are the names of the counselors at each building.

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



HARASSMENT POLICY (5401) FOR STUDENTS AND STAFF

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

A. Elimination of Discrimination.

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

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, (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:

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.

I. 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

HEALTH SERVICES

Nurses promote good health habits. There are two part-time nurses in the elementary schools. All elementary nurses travel to various buildings depending on their schedule.

All vision, hearing and dental screening tests, weights and heights are completed by the school nurse. If there is a referral notice sent home to you from the results of any of these tests, please give it attention and feel free to call the nurse if there is a question.

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

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

The administering of prescription and/or nonprescription medications by school personnel is subject to the following conditions:

1. The medication must be left at the school office accompanied by a permission form signed by a parent or guardian. The permission forms are available at the respective schools.
2. All prescription medication must be in a container properly labeled with the child's name, doctor's name, medication name and directions for administering.
3. Non-prescription Medication- If a student must take a non-prescription medication during school, the following procedures are to be followed. Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry a medication with them during the school day.

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

Nebraska law requires that each K-12 student be immunized. **To be in compliance with the law, the following minimum immunizations are required before a student may enroll in school.**

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

Nebraska law also requires evidence of a physical examination by a qualified physician, physician's assistant, or nurse practitioner within six months prior to the entrance of a child into kindergarten and the seventh grade, or in the case of a transfer from out-of-state to any grade level.

Nebraska State Statute requires students entering kindergarten (or first grade, if not enrolled in kindergarten) to provide evidence of a vision evaluation within six months prior to entry. This requirement also applies to out-of-state transfers to any grade.

HAL (High Ability Learner) HAL Program

What is the HAL (~~High Ability Learner~~) Program?

The HAL Program consists of a number of different opportunities that allow intellectually gifted and creatively talented students to experience a differentiated curriculum.

Who is eligible for HAL Program activities?

Step 1 - All students are screened through the Measures of Academics Progress Test during the Fall, Winter, and Spring Testing session. Students with scores of 92nd percentile or greater in two content areas would Qualify for HAL services during one testing session. A student with a composite score in a combination of two areas of 92nd percentile would also count towards the two scores.

Step 2 - Students with one score of 92nd percentile and a second score between 85th and 91st percentile on the MAP Assessments will be able to take the CogAt test to gather further Information. This would be during the Fall and Winter testing sessions.

Step 3 -Teacher and/or Parent Recommendations will be used to determine if the CogAt Test should be administered.

Step 4 - CogAt scores in the 90th percentile in two areas of the test will qualify the student for the HAL program. A composite score in two areas of 90th percentile or greater would count toward the two scores to qualify.

Students that enter the HAL program in Elementary will stay in the program through their 4th grade year. At that time the 4th grader will use the same process to enter Norfolk Middle School as a HAL student trying to initially qualify. Students that do not qualify using this criteria will not be in the HAL program at the Norfolk Middle School. Students may requalify at any time after the initial qualification period.

What opportunities are provided through the HAL Program?

At the elementary level, high ability activities are offered to students in their qualifying area of strength. The HAL teachers plan lessons that emphasize leadership, creativity, and problem solving through collaborative small group work in pull-out classes.

How does HAL affect my child's placement?

HAL students remain in heterogeneous classrooms but will participate in HAL groups during the week.

What do I do if I would like my child to be considered for the HAL Program?

The recommendation process begins with the classroom teacher. Please visit with her/him and a review process may be initiated if appropriate.

HOMELESS STUDENTS POLICY

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

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

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

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

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

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

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

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

HOMEWORK POLICY (6240)

Norfolk Public Schools believes that homework contributes to the development of our students by building responsibility, self-discipline, academic achievement, and lifelong learning habits, when it has a clear academic purpose that is focused on learning targets. Norfolk Public Schools also values our partnership with parents and believes that strong family involvement is critical to student success. Teachers’ professional judgment should be utilized when determining the amount and type of homework assigned, based upon grade level, developmental appropriateness, course, and purpose. The amount of homework will increase gradually from elementary to senior high school. The intent is for students to engage in meaningful homework assignments that strengthen skills, apply concepts, review knowledge, and/or practice procedures based upon the learning targets introduced during the school day.



INDIAN EDUCATION

The Title VI Indian Education Program, serving K-12 students, offers tutoring, home-school communication and coordination. If a student, parent or grandparent is an enrolled member of a Native American tribe, please fill out the Student Eligibility form available from your school principal or Central Office (512 Philip Avenue). For additional information, or assistance for Native American students, contact the Title VI Home/School Liaison, 644-2500 ext. 1132.

INSTRUCTION

Parental/Community Involvement in Schools--6400

Madison County School District 59-0002, a/k/a Norfolk Public Schools, after having conducted a public hearing concerning parental

involvement and participation, declares that it shall be the policy of the District:

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

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533

Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Title I Parental Involvement Policy--6410

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

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

Expectations for Parental Involvement

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

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

Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents of participating children--(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will

build and develop a partnership to help children achieve the State's high standards. Such compact shall—(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement

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

Accessibility

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

Use, Distribution, and Updating of this Policy

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

Every Student Succeeds Act of 2015 will be followed for the ~~2022-2023~~-2024 school year.

INSURANCE

The Norfolk Public Schools ~~has information will send home information~~ about a group insurance program ~~available on the district website under Business Services~~ ~~early in the school year~~. Parents may purchase insurance for their children if they so desire. The school district **does not** provide any health or accident insurance for our students. ~~Under Nebraska law the District may not use~~

school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier.

Computer

Internet Safety and Acceptable Use Policy—6800

A. Internet Safety Policy

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

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

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

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

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

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

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

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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

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

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. **Disclaimer.** The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
 6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

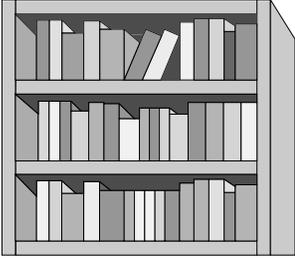
7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the

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

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

LIBRARY

~~The majority of library books cost between ten and twelve dollars and we expect children to give the best care to books.~~



A child may check out a book from the library for a week. If they do not have it read at the end of a week, they may renew it for another week. They may have a second renewal at the end of the second week, but they should return it to the library at the end of three weeks.

It is the policy of the Norfolk Public Schools to charge pupils for damage to or for unreasonable use of books and to charge a replacement fee if the book is lost. **We expect children to give the best care to books.**

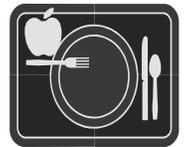
Lost and Found

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. The school is not responsible for lost, stolen, or damaged items.

LUNCHES

The Norfolk Public Schools operates a hot lunch program in all schools. Please refer to the cover letter on the Free and Reduced Lunch packet for the ~~2022-2023~~ lunch prices. Each student's lunch money is "deposited" into his or her own lunch account. If there are no funds in the lunch account;

- An automated phone call and e-mail will be sent to the students contact information informing the guardian(s) that their student's account is now in the negative.
- An automated phone call and e-mail will be sent to the students contact information informing the guardian(s) that their students account is now showing a \$10 or more negative balance. Additional contact by the student's school will also occur.
- An automated phone call and e-mail will be sent to the student's contact information informing the guardian(s) that their student's account is now showing a \$20 or more negative balance and additional charges will be suspended until the entire negative balance is cleared. Additional contact by the student's school will also occur. Student's who have accounts in this status will still have the option of bringing a sack lunch or will be offered an alternative meal by the school. This still allows the student to receive a lunch each school day and not be forced to go without. Alternative meal charges will not be assessed against the student's account.



Each month's menu will contain the weekly nutritional average of fats and calories. New food items will be highlighted monthly. Menus will appear regularly in the Norfolk Daily News as well as being announced on the Norfolk radio stations.

Families with limited income can apply for free or reduced price meals for their children. Letters and applications are sent to every family in the fall, explaining the application process to receive free or reduced price school lunches. For additional information, contact the Director of Business Services (402-644-2500).

Students may bring a sack lunch that has been prepared at home. However, lunches purchased from fast food vendors and brought to the children are discouraged. Supervision is provided during the lunch hour for students remaining at school. **If your child is late for school, but plans to eat a school hot lunch, please call by 9:00 a.m. so the child can be included in the lunch count.**

Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

MONTESSORI

The Norfolk Public School District offers a kindergarten through 4th grade Montessori Program at Lincoln School. The Montessori program provides parents with a choice for their child's education. The subjects and curriculum meet district and state standards. The primary difference is in the manner of presentation, timing of material presentations and the classroom materials themselves.

The Montessori Method of education is a balance of structure and freedom that gives children in their formative years a strong basis for developing the learning skills that will take them into later education and adulthood. These skills include: time management, cooperative learning, care of materials, project completion, and lesson progression based on teacher observation. Children in a Montessori classroom are exposed to academic areas early on, through manipulative materials and are provided with real life, concrete experiences. The child's academic progress is closely observed and tracked by the teacher.

Norfolk Public Montessori kindergarten has the following enrollment guidelines:

1. Student must be age five by July 31 of the current year of enrollment.
2. Each kindergarten classroom is capped at 25 students.
3. The family's intent is to attend NPS Montessori program through grade four.
4. New students are only accepted at the kindergarten entry level. **If an opening should occur between the 1st day of school until the end of the first quarter, students on the alternate list will be contacted in order, with the option to fill this vacancy.**

Completed kindergarten applications must be made to the principal prior to April 1st.

Each completed application made on April 1st or after will be considered after completed applications have been processed based on the above criteria. To ensure enrollment in Norfolk Public Schools, please also enroll your student in their neighborhood school.

The ~~2022-2023~~-2024 school year, kindergarten applications for the Montessori program will be approved in the following order:

1. Kindergarten applicants who have a sibling currently enrolled and attending the K-4 Montessori program will be approved first—provided they have completed and filed an application by April 1 of the current year of enrollment.
2. The names of all other prospective students who have a completed application on file will have their names placed on a list. Names will be drawn in an unbiased fashion to determine participants and alternates.

NOTE: The 2014-2015 enrollment guidelines related to siblings will continue to be followed for families who enrolled a student at Montessori under those earlier guidelines. The new enrollment guidelines related to siblings apply to new families, starting with the 2015-2016 school year.

MULTICULTURAL POLICY

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

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

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

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

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child’s identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

PARENT-TEACHER CONFERENCES

One of the vital links in a complete communication between parents and the school is through parent-teacher conferences. Special time is scheduled in the fall and in the winter during which teachers and parents can discuss the progress and problems of the students. If the need becomes evident at any other time, a conference can be scheduled. Parents are encouraged to call their child’s teacher any time they have questions or want to meet to discuss their child’s performance.



PARENT-TEACHER ORGANIZATIONS

An important part of school is the local parent teacher organization. These units are noncommercial, nonsectarian and nonpartisan. They welcome into membership parents, teachers and all other citizens interested in the welfare of youth.

Generally, a meeting is held once a month and the programs are planned to provide a better understanding of the problems confronting children both at home and in the school. As parents, you are invited into membership in this community organization and welcomed into its activities.

POLICE INTERVIEWS

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

PROMOTION AND RETENTION

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program, when such is determined in the judgment of the principal, in consultation with the student's parents, teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program. (Board Policy 5201)

Professional Boundaries Rule

The following professional boundaries rules are in place to protect both staff and students. Every student or parent who observes or suspects a staff member or student violating any of these rules should inform their Building Principal or Superintendent as soon as possible:

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

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

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

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

READING IMPROVEMENT ACT (Policy 6213)

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Improvement Act. A student who is identified as having a reading deficiency pursuant to the Reading Improvement Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improve Act shall prohibit the district from identifying any other student as having a reading deficiency.

SAFETY

For each student's safety, generally all but one door to each school will be locked. Typically, the front door will be unlocked. ~~A sign will be posted noting which door is open.~~

When students are coming to school and returning home, roller blades, skateboards, bicycles and scooters, including gas or electrically powered, present a hazard to the rider, motorists and student pedestrians. Please be alert during these times.

Fourth grade students will be selected for school patrol at specified crossings. The purpose of the program is to provide assistance for the school children's safe crossing at the intersections. The patrol's appearance on busy corners serves to direct children traffic rather than vehicle traffic. Written permission is required for a student to serve in this capacity.

We have the following guidelines in our continuing effort to improve safety. It might be helpful for you as parents to go over these suggestions with your child to make sure he understands them.

1. Walk your bike or scooter on school grounds.
2. Carry your skateboard and/or rollerblades once you are on school grounds.
3. Ride by yourself with no big bundles. Another person or large packages on your bike can block your vision and throw you off balance.
4. Keep your bicycle under control - no tricky steering, weaving or racing.
5. Stay on the right side of the street, close to the curb. Move with traffic and watch for parked cars turning out or car doors opening suddenly.
6. Ride your bike in single file when riding with others. Follow a full bike's length behind.
7. Steer with both hands on the handle grips except to signal when turning, stopping, or leaving the curb.
8. Come to a dead stop at all stop signs, yield signs, and red or amber traffic lights.
9. Cross only at intersections.
10. Stop, look, and listen before entering a street from a sidewalk, driveway or alley. Drivers may not see you.
11. Be ready to put on the brakes at intersections. Get off and walk your bike across the streets.
12. Let people on foot and other vehicles go first when they are about to cross in front of you.
13. It is recommended that kindergarten students do not ride bicycles to school.



SCHOOL CLOSING/CANCELLATION

to

Prior to school dismissal in the event of severe weather, hail storm, tornado or blizzards, students will be kept in the school building until the storm subsides or until arrangements have been made for the students to be picked up.

For school closing, PLEASE DO NOT CALL SCHOOL PERSONNEL. Listen to Norfolk radio stations WJAG 78.0 AM; KIXS 106.7 FM; KNEN 94.7 FM; US92 FM or KUSO 92.7 FM. Families will also receive an electronic message to their contact telephone number **if they select that as an option in Infinite Campus. For questions on this please contact your building secretary.**

SCHOOL HOURS

School is in session from **8:05 a.m.** to **3:15 p.m.** for grades kindergarten through grade 4.

Please be aware of the following times that govern the school day:

- 7:50 a.m.—Supervision begins
- 8:05 a. m.—Student is tardy
- 3:15 p.m.—School dismissal



The school playground is supervised during scheduled lunch periods. We ask that all students leave the playground areas promptly at school dismissal. If children wish to return they may do so after 4:00 p.m. There is no supervision of the school grounds before 7:50 a.m. or after 3:25 p.m. **If a student is not picked up by 3:50 p.m., and parents or emergency contact person cannot be reached, law enforcement may be called.**

Children should inform their parents if it is necessary for them to remain after school. Children will be dismissed by 4:00 p.m. unless special arrangements have been made with the parent.

Parents who utilize private daycare agencies are encouraged to have those agencies pick up their children within 10 minutes of school dismissal time.

LEAVING THE BUILDING

Any student who must leave the building for any reason must check out with either the principal's secretary or the school nurse. Parents must notify the principal's secretary, with a reason, prior to the student checking out. Students will not be excused without parent notification and it will ensure the safety of the student if parents will pick their child up from the office/nurse area. We ask that every attempt be made to conduct personal business outside of school hours. Students who leave the building without checking out, or students who leave without prior parental approval or notification will be considered truant and subject to disciplinary action. Students are also required to check in with the office upon their return to school.

If a student is absent from school for 90 minutes or more in any half day of school-excluding noon recess and lunch-that student will be counted absent for that half-day.

TARDIES



Students who are tardy to school must report to the office before going to their classroom. Student tardies are recorded as part of their attendance and are also listed on Infinite Campus. Parents will receive **written notification of any tardies exceeding five** in any semester.

TRUANCY

Students will be considered truant if they:

1. fail to report to school and do not have an acceptable excuse
2. leave the building/grounds without checking out at the office

Nebraska State Statute 79-201 requires school officials to investigate and report cases of habitual truancy to the county attorney. School Board Policy 5008 outlines specific procedures for school officials to follow in regard to their investigation and reporting of truant students:-

SPECIAL EDUCATION

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

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

What disabilities are served through special education programs? Children who benefit from the program offered may have one or more of the following disabilities: ~~emotional disturbance behavioral disorder~~, deafness, blindness, hearing impairment, ~~mental-handicap (mild, moderate, severe/profound)~~, ~~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.

STUDENT FEES POLICY

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "1," which provides further specifics of student fees and materials

required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

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

(2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable. (3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

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

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

explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

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

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

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

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

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

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

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

- (1) Participation in before-and-after-school or pre-kindergarten services: Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.
- (2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.
- (3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.
- (4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.
- (5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota). Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

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

Neb. Constitution, Article VII, section 1.

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

Neb. Rev. Stat. §79-2104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)
Date of Adoption: March 9, 2015
Date of Reaffirmation: September 14, 2015
Date of Revision: March 14, 2016
Date of Revision April 11, 2016
Date of Revision: April 10, 2017
Date of Revision: April 9, 2018
Date of Revision: April 8, 2019
Date of Revision: May 10, 2021
Date of Reaffirmation: February 14, 2022:
Date of Reaffirmation: April 17, 2023

Activity	Elementary (4th)
Orchestra (Lesson/Method Book)	\$12/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Summer School Fee	\$20

Student Privacy Protection

It is the policy of Norfolk Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District’s policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent’s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent’s child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not

formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy.

Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information). Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

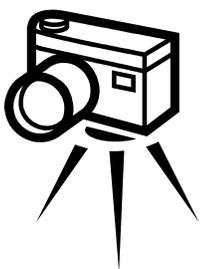
Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).



STUDENT PHOTOS/VIDEOS

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

STUDENT RIGHTS AND RESPONSIBILITIES--SCHOOL POLICY 5101

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

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

Norfolk Elementary Schools Positive Behavior Interventions and Supports centers on teaching our students to be Safe, Responsible, and Respectful. All our building and classroom expectations will relate back to those 3 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:

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

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

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

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

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

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

III. ATTENDANCE POLICY

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

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR: SUSPENSION OR EXPULSION

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

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

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

1. Length of expulsions for regular and special circumstances

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

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

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.

- b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
- c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- e. Knowingly or voluntarily to bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

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

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

The term “destructive device” means

- 1. any explosive, incendiary, or poison gas such as a (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge of more than one-quarter ounce, (e) mine, or (f) device similar to any of the devices described in the preceding clauses;
 - 2. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as define above); and
 - 3. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph 1. or 2. and from which a destructive device may be readily assembled.
- g. Engaging in the unlawful possession, be under the influence of, selling or use of an illegal substance or alcoholic beverage or that which is represented to be an illegal substance or alcoholic beverage.
 - h. Public indecency.
 - i. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
 - j. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
 - k. Continuation of disruptive activities which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.

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

- a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate

suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.

- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian, and by regular mail to the student.
- c. Such written notice shall include the following:
 - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 - (2) The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 - (3) A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 - (4) A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (5) A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- d. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
- e. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
- f. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
- g. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined in Section A.1.c. above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

ELEMENTARY SCHOOLS CODE OF CONDUCT-POLICY 5101B

This is the guide used by Norfolk Public Schools to conduct administrative disciplinary action and has been approved by the Board of Education. The Code of Conduct allow for interpretation by the administrative team due to circumstances and the severity of the incident. **Out of School suspensions for K-2 will only be used in incidents of the student bringing a deadly weapon on school grounds or school vehicles.**

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

Assaults/Fighting

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

Additional Information:

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

Threats/Intimidation

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

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
A5	Threats, intimidating, or menacing another student	Detention/ISS 1 day Possible OSS Notify Parents.	ISS/OSS 1-3 days Notify parents, may notify police.	OSS 3-15 days Notify parents, may notify police.
A6	Threats, intimidating, or menacing school personnel	ISS 1-3 days Possible OSS Notify parents.	OSS 1-15 days Notify parents, may notify police.	
A7	Swearing at school personnel	Detention/ISS 1-3 days	ISS/OSS 1-5 days	OSS 5-15 days
A8	Initiating a real threat on the school, (i.e. bomb threats, etc.)	OSS 1-15 days Notify parents, police, and/or fire marshal.		

Weapons, Firearms, Nuisance Items

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
B1	Weapon	Possible Detention/ISS/OSS 1-15 days. Retain the object. Notify parents, may notify	ISS/OSS 1-15 days. Retain object. Notify parents & police.	OSS 1-15 days Possible recommendation for expulsion.

		police.		
B2	Firearm	Mandatory 1 calendar year expulsion		
B3	Nuisance or dangerous items; stink bombs, squirt guns, snowballs, etc.	Detention/ISS/OSS 1-3 days. Notify parents. Item will be confiscated.	Detention/ISS/Oss 1-3 days Notify parents. Item will be confiscated.	OSS 3-5 days Notify parents. Item will be confiscated.

From the **Students Rights and Responsibilities in Norfolk Public Schools**:

Weapons

Students are forbidden to:

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

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

The term “**destructive device**” means

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

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

Drugs, Alcohol

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
C1	Possession, under the influence of and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike imitation	OSS 1-19 days Notify parents & police. Refer to counselor for substance abuse intervention.	Recommendation for expulsion.	

	“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.	Possible recommendation for expulsion.		
C2	Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.	OSS 5-19 days Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days Recommendation for expulsion.	Recommendation for expulsion
C3	Possession or sale of drug paraphernalia.	OSS 1-19 days Notify parents and police. Possible recommendation for expulsion	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.	Recommendation for expulsion.

Robbery, Extortion

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

Fire Setting, Arson, Graffiti

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

Theft

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
F1	Theft or attempted theft of school or private property	Teacher/Intervention/ Detention/ISS 1-3 days Notify parents, may notify	Detention/ISS/OSS 1-5 days Notify parents, may notify police. Reimburse for loss.	ISS/OSS 1-15 days. Notify parents & police. Reimburse for loss. Possible

		police. Reimburse for loss.		recommendation for expulsion.
F2	Wrongful possession of school or private property.	Teacher/Detention/ISS 1-3 days Notify parents, may notify police.	ISS/OSS 1-5 days Notify parents, may notify police.	OSS 5 days Notify parents, may notify police.
F3	Knowingly receiving stolen school or private property	Teacher/Intervention/Detention/ISS 1-3 days Notify parents, may notify police. Reimburse for loss.	ISS/OSS 1-5 days Notify parents & police. Reimburse for loss.	OSS 5-10 days Notify parents & police. Reimburse for loss. Possible recommendation for expulsion.

Tobacco, Lighters/Matches

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
G1	Use of lighters, matches or tobacco products (dipping, smoking, e-cigarettes, vapor products, etc.)	ISS/OSS 1-3 days Notify parents, may notify police. Confiscate items(s).	OSS 3-5 days Notify parents & police. Confiscate item(s).	OSS 5 days Notify parents & police. Confiscate item(s).
G2	Possession of matches, lighter, or tobacco products (dipping, smoking, e-cigarettes, vapor products, etc.)	Detention/ISS 1-3 days Notify parents, may notify police. Confiscate item(s).	ISS/OSS 1-5 days Notify parents & police. Confiscate items(s).	OSS 5 days Notify parents & police. Confiscate items(s).

Harassment

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
H1	Written or oral harassment: Including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body or a sexual nature of racial background.	Conference with administrator. Detention/Possible ISS/OSS 1-3 days. Notify parents, may contact police. Student contract may be developed and signed.	ISS/OSS 1-5 days Notify parents, may contact police. Conference with administrator. Written action plan developed. Student contract developed and signed.	OSS 1-5 days Notify parents, may contact police. Conference with administrator. Written action plan developed.
H2	Visual harassment: Inappropriate photographs/videos on 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. Detention/ISS/OSS 1-3 days Possibly n Notify parents.	ISS/OSS 1-5 days Notify parents. Conference with administrator.	OSS 1-5 days Notify parents. Conference with administrator.
H3	Physical harassment: Intentional or obvious unwelcome or offensive physical contact	Conference with administrator. Detention/ISS/OSS 1-3days Possibly n Notify parents.	ISS/OSS 1- 5 days Notify parents, may notify police	OSS 1-19 days Notify parents & police. Possible recommendation for expulsion.
H4	Sexting: Possession of, sharing, or	ISS/OSS 1-19 days Notify parents & police.	OSS 1-19 days Notify parents & police.	

	sending sexually explicit photographs via cell phone or other electronic devices.			
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****Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility. The victim of any harassment incident may take action beyond the scope of building discipline.

Violations of School Rules

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
I 1	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information.	Teacher intervention. Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents. Conference with administrator.	Detention/ISS/OSS 1-3 days. Notify parents. Conference with administrator. May develop a plan.	ISS/OSS 1-5 days. Follow the plan developed. Notify parents. Conference with administrator.
I 2	Disruption of school activities, (i.e. horseplay, play fighting, misuse of passes, etc.)	Possible detention.	Detention/ISS 1-3 days. Possible OSS 1-3 days. May develop plan. Notify parents.	ISS/OSS 1-5 days. Notify parents. Follow the plan.
I 3	Disruption while in ISS	Possible OSS for the remaining days of suspension. MAY re-serve ISS the following day.	Possible OSS for the remaining days of the suspension.	OSS for the remaining days of the suspension plus additional days of suspension added.
I 4	Use of electronic devices (i.e. cell phones /communication devices, cameras, CD/tape players, radios, laser pens, etc.) Prior approval for educational purposes is exempt.	Teacher conference with student about appropriate use of electronic device. Possible confiscation of device., student picks up at end of the day.	Confiscate device and the parent picks up in the office.	Confiscate device and get to administration office OR send student to the office with device. Possible detention/ISS
I 5	“NO SHOW” to a before or after school detention assigned by an administrator.	Warning/Detention time doubled for “NO SHOW”. Notify parents.	May ISS 1 day and/or serve two detentions. Notify parents.	ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.
I 6	Lunchroom misconduct	Detention/ISS lunch. Supervisor may assign student alternative seating in the lunchroom.	Assigned seating/suspension from the lunchroom 1-5 days. Notify parents.	Administrator may assign seating/suspension from the lunchroom 1-10 days. Notify parents. Additional infractions will result in student’s loss of lunchroom privileges.
I 7	Inappropriate/Fraudulent use of school phone, computers, or electronic devices	Detention. Possible ISS/OSS 1-3 days. Notify parent, may notify police. Loss of privileges for 1-4 weeks.	Possible ISS/OSS 1-3 days. Notify parents, may notify police. Loss of privileges for the remainder of the quarter.	Possible ISS/OSS 1-5 days. Notify parents, may notify police. Loss of privileges for remainder of the semester.
I 8	Buying or selling food, drinks or any other unauthorized material, including inappropriate/unauthorized use of student ID number	Conference/Detention. Notify parents.	Detention/ISS 1-3 days. Notify parents.	ISS/OSS 1-3 days. Notify parents.
I 9	Falsifying or altering	Conference with	ISS 1-3 days	OSS 1-3 days

	signatures; misrepresenting or calling self in	administrator. Notify parents. Possible Detention/ISS 1-3 days	Notify parents.	Notify parents.
I 10	Gambling in any form; pitching coins, dice, wagering with cards, etc.	Detention/ISS 1-3 days Conference with administrator. Notify parents.	ISS 1-3 days Notify parents.	OSS 1-3 days Notify parents
I 11	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents will pick up item at the end of the day. Possible Detention/ISS 1-3 days.	Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days.	Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days.

Truancy/Loitering

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
I 12	Truancy	Possible detention. Notify parents.	Possible Detention/ISS 1-3 days. Conference	Possible Detention/ISS 3-5 days
I 13	Truancy 1/2 to full day	ISS 1-3 days Notify parents.	ISS 3-5 days Conference	OSS 1-3 days Parent conference with administration. Police may be contacted.
I 14	Unauthorized entry into any unsupervised school area	Conference with administrator. May ISS 1-3 days. May notify parents	Detention/May ISS 1-3 days Possible OSS 1-3 days Notify parents, may contact police.	ISS/OSS 1-5 days Notify parents.
I 15	Loitering	Conference with administrator. May issue detention.	Detention/ISS 1-3 days Notify parents.	ISS 1-3 days Notify parents.
I 16	Leaving school without following procedure	Possible ISS/OSS 1-3 days Conference with administrator. Notify parents & police	Possible ISS/OSS 1-5 days Notify parents & police	ISS/OSS 3-5 days Notify parents.

Miscellaneous Violations

	Infraction	1 st Intervention	2 nd Intervention	3 rd Intervention
I 17	Unprepared for class	Conference Teacher notifies parent.	Conference/Detention Teacher notifies parent.	Student/Teacher contract. Teacher notifies parent. Student and/or parent conference with team. Develop written plan of action.
I 18	Cheating	Teacher notifies parent & administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher.	Teacher notifies parent & administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Parent & teacher conference with administration.	Teacher notifies parent. Conference with administration.
I 19	Violation of other school rules & regulations. (i.e. eating food outside the cafeteria, bringing pop into the building, etc.)	Warning issued to student. Administration may confiscate and retain items. Notify parents.	Detention 1-3 days Administration may confiscate and retain items. Notify parents.	Detention/ISS 1-3 days Administration may confiscate and retain items. Notify parents.
I 20	Returning to campus or school property while	1 additional day will be added to the length of the	1-3 additional days will be added to the length of the	3-5 additional days will be added to the length of the

	serving an out of school suspension	suspension. Police may be contacted.	suspension. Police will be contacted.	suspension Police will be contacted.
I 21	No show for a teacher detention.	Consequences as assigned by the teacher. Teacher will contact parent.	Consequences as assigned by the team/teacher. Teacher will contact parent.	2 Office Detentions + original detention to be served with teacher. ISS 1-3 days. Teacher will contact parent.
I 22	Misbehavior for a guest teacher	Detentions or consequences as assigned by the teacher. Teacher will contact parents.	Conference with administrator. Teacher notifies parent. Office detention/possible ISS 1-3 days Additional consequences may be administered by teacher.	Possible ISS Parent conference. Additional consequences may be administered by teacher and administrative team.
I 23	Bus behavior Additional consequences apply for repeated incidents after 3 rd intervention.	Warning/Conference/Parent phone call. Assigned seating. Possible detention.	Parent phone call. Possible removal from bus 1-7 school days. Possible Detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent phone call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I 24	Dress Code	Warning. Clothing changed or corrected.	1-3 detentions possible. Clothing changed or corrected.	ISS 1-3 days Clothing changed or corrected.
I 25	Continual violation of school rules	Parent conference with administrator. Possible ISS/OSS 1-3 days.	Parent conference with administrator. Possible OSS 3-5 days.	Parent conference with administrator. Possible OSS 5-10 days.

STUDENT TRANSFERS

Students transferring from other school districts will be classified temporarily in the grade in which they state they belong. After their records are received any necessary adjustment will be made.

If a child's parents move from one elementary school sub-district within Norfolk to another, such child shall be permitted to attend either school for the remainder of that school year once a Boundary Exception form has been completed. **If the child wishes to remain in the original school after that year, a new Boundary Exception application must be made (refer to Boundary Exceptions).**

If parents move out of the Norfolk Public School district boundaries:

- 1) students may transfer to the school district in which they reside
- 2) parents may apply for the Enrollment Option Program and if both districts approve, the student may option to stay in the Norfolk Public Schools.

STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is need to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safekeeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

SUPPLIES FOR STUDENTS (RECOMMENDED

Grade Level	Recommended Supply List	
Kindergarten	2 boxes of crayons (24 count)	
	1 4 oz. bottle of Elmer's glue	
	12 #2 wooden pencils (orange or yellow)	
	1 pair of Fiskar scissors	
	1 large book bag	
	1 wide-ruled spiral notebook	
	10 glue sticks	
	Headphones	
	1 pencil box	
	2 soft pink erasers	
	1 package of fine tip Expo markers	
	First	2 3 boxes of crayons (24 count)
		24 #2 wooden pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)
1 set of Headphones (over the ear)		
4 Expo markers		
2 large pink eraser		
6 8 Elmer's glue sticks		
1 pair of Fiskar scissors		
1 school box (standard size 5" x 8")		
4 folders with 2 pockets, red, blue, green and yellow		
1 plain, colored spiral notebook (70 count wide-ruled)		
Second		2 box of Crayons (24 count)
		24 #2 wooden pencils (Ticonderoga preferred, plain colored, not fancy, sharpened)
		3-4 2 large pink or green erasers
	Headphones	
	1 pair of Fiskar scissors	
	1 4 oz. bottle of Elmer's glue (for Art projects)	
	1 pencil box	
	4 folders with 2 pockets (without clasps)	
	6 glue sticks	
	2 red pens	
	4-6 dry erase markers	
	3 wide-ruled spiral notebooks	
	Third	1-2 box of Crayons (24 or 36 count)
36 #2 wooden pencils (Ticonderoga preferred)		
1 set of headphones		
2 large pink erasers or pencil top erasers		
1 pair of Fiskar scissors		
1 4 oz. bottle of Elmer's glue (for Art projects)		
1 small pencil case school box		
4 folders with 2 pockets		
150 count loose leaf wide-lined notebook paper		
1 2 box of 12 colored pencils		
4 Glue Sticks		
3 spiral wide-ruled notebooks		
6- 1 large pkg dry erase markers		
1 large book bag		
2 yellow highlighter		
Four	150 count loose leaf wide-lined notebook paper	
	36 #2 wood pencils (Ticonderoga preferred)	
	5 plastic folders with 2 pockets No Metal Prongs– red, blue, purple, green, yellow – to organize by subject	
	2 large erasers	
	1 box of 12 colored pencils	
	1 box of Crayons (24 or 36 count)	
1 pair Fiskar scissors		

	1 pencil box or bag (no lock and key)
	4-6 glue sticks
	5 spiral notebooks (color coded - red, blue purple, green, yellow)
	3 red pens
	8-10 black, FINE TIP dry erase markers (skinny)
	2 yellow highlighters
	1 set of headphones not earbuds
Montessori	Shoebox size plastic tote
Kindergarten	Small plastic pencil box-NO LOCKS PLEASE
	3 spiral notebooks – WIDE RULED ONLY
	4 folders with 2 pockets – NO METAL PRONGS OR PLASTIC FOLDERS
	24 pack crayons – 2 PACKS
	24 #2 Sharpened pencils
	1 pkg Pencil top erasers
	24 packs of Crayola colored pencils – 2 PACKS
	4 large glue sticks
	1 4oz bottle Elmer's glue
	Fiskar scissors
	2 large pink erasers
	1 clipboard
	1 set of headphones (earbuds are NOT recommended)
Montessori	Shoebox size plastic tote 6 qt. or 13 ½ x 8 1/8
1 st /2 nd Grade	Small plastic pencil box – NO LOCKS PLEASE
	6 spiral notebooks – WIDE RULED ONLY
	4 folders with 2 pockets – NO METAL PRONGS OR PLASTIC FOLDERS
	24 #2 sharpened pencils
	1 pkg pencil top erasers
	24 pack crayons
	24 pack of Crayola colored pencils – 2 PACKS
	8 glue sticks
	4 oz bottle of glue
	Fiskar scissors
	2 large pink erasers
	Ruler
	Basic Clipboard
	Headphones (earbuds are NOT recommended)
Montessori	Shoebox size plastic tote 6 qt. or 13 ½ x 8 1/8
3 rd /4 th Grade	Small plastic pencil box – NO LOCKS PLEASE
	8 spiral notebooks – WIDE RULED ONLY
	3 PLASTIC folders with metal prongs
	24 #2 sharpened pencils – NO MECHANICAL PENCILS
	1 pkg pencil top erasers
	24 pack crayons
	24 pack of Crayola colored pencils – 2 PACKS
	4 glue sticks
	4 oz bottle of glue
	Fiskar scissors
	2 large pink erasers
	Ruler
	Composition notebook
	1 pkg of loose leaf paper
	1 pkg of thin black felt-tip pens
	3 regular black sharpies
	Basic Clipboard
	Headphones (earbuds are NOT recommended)



TELEPHONE USAGE BY STUDENTS

The telephone is for business. Use of the telephone is discouraged for personal calls by children.

CELL PHONE/COMMUNICATION DEVICES

Cell phones/communication devices may **NOT** be used or heard during class time. By allowing students to carry cell phones into the school building, students and their families are consenting to a search of that phone by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating/inappropriate actions. This policy is in effect during regular school hours and during any on/off site school activities.

Students who fail to follow the cell phone policy will be subject to the following consequences:

First violation:

Cell phone/**device** will be confiscated and returned to the student at the end of the day.

Second violation:

Cell phone/**device** will be confiscated and returned to the parent/guardian.

Third violation:

Cell phone/**device** will be confiscated and returned to the student's parent/guardian. Possible Detention/ISS

VIDEO SURVEILLANCE

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

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

VISITING SCHOOL

Parents and/or guardians are always welcome as school visitors. We do request that all visitors have prior permission from the teacher and principal. All visitors should check in at the school office before visiting the classroom. A visitor's identification badge will be issued to ensure the safety of our students. The badge should be returned to the office when you leave the building. Children are not permitted to visit unless accompanied by an adult. **Student Visitors**-It is not the policy of Norfolk Public Schools to allow non-students to attend classes with a student. We feel it is important not to interrupt the educational process.

VOLUNTEERS

Parents and other citizens are encouraged to volunteer their time and talents to the schools. Volunteer services range from helping in the elementary libraries to assisting in the individual classrooms. If you would like to volunteer, please complete the volunteer form online and contact your school. Volunteers ~~must be asked to~~ sign in at the office. **and wear an identification badge.**

Y KIDS CLUB (Before and After School Care)

A before and after school care program is provided by the Norfolk YMCA at Bel Air, Jefferson, Lincoln, Westside and Woodland Park Elementary Schools. Please contact the Norfolk YMCA at 402-371-9770 or your respective building principal if you **would like wish** more information on this program.



2023-2024
CERTIFIED EMPLOYEE
HANDBOOK

Published by:
Office of Human Resources and School Accreditation
Norfolk Public Schools
512 Philip Avenue - PO Box 139
Norfolk, Nebraska 68702-0139
Telephone: (402) 644-2500
FAX: (402) 644-2506

Notice of Nondiscrimination

Norfolk Public Schools does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, religion, age, 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: Erik Wilson, Director of Student Services, 512 Philip Ave., Norfolk, NE 68701 (402)644-2500 (erikwilson@npsne.org).

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

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

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Norfolk Public Schools
2023-2024
Certified Staff Handbook
FOREWORD

Section 1 Intent of Handbook

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

References in this handbook to “certified employees” are intended to apply to all staff required by their position to hold a teaching or administrative certificate.

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

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

This handbook does not create a “contract” of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

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

This handbook will be in effect for the 2023-2024 school year and subsequent school years unless replaced by a later edition.

Section 2 Information about Norfolk Public Schools

Norfolk Public Schools serves approximately 4,400 students in pre-kindergarten through twelfth grade. All-day kindergarten is available in all seven elementary schools and ~~(beginning with the 2019-2020 school year)~~, Little Panthers Preschool ~~will begin operations~~ operates at its own building located at 2500 Norfolk Ave. Lincoln Elementary also offers a K-4 Montessori Program. For the upper grades, Norfolk Middle School serves grades 5-6, Norfolk Junior High serves grades 7-8, and Norfolk Senior High serves grades 9-12. In addition, Alternatives for Success is a specialized program that provides an alternative, flexible learning environment for 9th through 12th grade students. Career Academies are also in place at the high school to provide additional career exploration opportunities. Finally, our High Ability Learner (HAL) program serves intellectually gifted students and our comprehensive special education (SPED) program provides a wide variety of services for our students with special needs.

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

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

Section 3 School Vision and Mission Statement

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

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

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

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

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

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

Section 4 Members of the Board of Education

Name	Contact Information
Teri Bauer	teribauer@npsne.org
Cindy Booth	cindybooth@npsne.org
Brenda Carhart (Vice President)	brendacarhart@npsne.org
Jake Claussen	jakeclaussen@npsne.org
Lindsay Dixon	lindsaydixon@npsne.org
Tammy Day (Vice President)	tammyday@npsne.org
Jenna Hatfield-Waite	jennahatfield@npsne.org
Beth Shashikant	bethshashikant@npsne.org
Leann Widhalm	leannwidhalm@npsne.org
Sandy Wolfe (President)	sandywolfe@npsne.org

Section 5 Administrative Staff

Name	Position
Dr. Jami Jo Thompson	Superintendent of Schools
Dr. William Robinson	Associate Superintendent of Business Services
Angie Baumann	Director of Human Resources & School Accreditation
Beth Nelson	Director of Teaching and Learning
Mary Luhr	Director of Student Programs
Erik Wilson	Director of Student Services and School Safety
Derek Ippensen Jason Settles	Principal: Norfolk Senior High School/Alternatives for Success
John Erwin	Assistant Principal / Activities Director: Norfolk Senior High School
Jason Settles Blake Wockenfuss	Assistant Principal: Norfolk Senior High School
Paige Hastings	Assistant Principal: Norfolk Senior High School
David Nelson	Dean of Students: Norfolk Senior High School
Jennifer Robinson	Principal: Norfolk Junior High School
Beau Viergutz	Assistant Principal, Norfolk Junior High School
Amber Lenton	Dean of Students / Assistant Activities Director: Norfolk Junior High School
Chuck Hughes	Principal: Norfolk Middle School
Tyler Beranek	Assistant Principal: Norfolk Middle School
Trisha Andreasen	Principal: Bel Air Elementary School
Amy Brown	Principal: Grant Elementary School
Jamie London	Principal: Jefferson Elementary School
Angie Hausmann	Principal: Lincoln Montessori Elementary School
Melissa Jantz	Principal: Little Panthers Preschool

Ryan Specht	Principal: Washington Elementary
Tracy Lichty	Principal: Westside Elementary
Bruce Strong	Principal: Woodland Park Elementary

Section 6 Grant Coordinators/Facilitators

Name	Building	Position
Maggie Pilar	Norfolk Middle School	Aftershock Coordinator
Heather Hirsch	Little Panthers Preschool	Sixpence Family Facilitator
Austin Casselberry Ben Ries	Norfolk High School	Career Academy Coordinator
Kerstin Ditter	Little Panthers Preschool	Sixpence Family Facilitator

Section 7 Norfolk Public Schools Foundation

Callan Collins Austin Truex	Executive Director
Metka Kolm	President
Jason Busch	Vice President
Mary Hoen Callan Collins	Assistant to the Foundation and Superintendent
Brenda Carhart	Treasurer, Board of Education Representative
April Pearson	Secretary
Dr. Jami Jo Thompson	Superintendent of Schools
Doug Burkink	Board Member
Jake Claussen	Board Member
Ann Feidler-Klein	Board Member
Leonor Fuhrer	Board Member
Lisa Jones	Board Member
Dave Merritt	Board Member
Karl Morgan	Board Member
Stephen Morton	Board Member
Don Polodna	Board Member
Lindsay Schellpeper - Simpson	Board Member
Nate Stratton	Board Member
Bobbi Theisen	Board Member
Leann Widhalm	Board Member

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

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

- The 2023-2024 School Calendar is attached as Appendix A.

Section 2 Daily Schedules

- **Norfolk Senior High School:** Grades 9-12
- Students - 8:00 a.m. – 3:25 p.m.

- **Norfolk Junior High School:** Grades 7-8
- Students - 8:00 a.m. – 3:25 p.m.

- **Norfolk Middle School:** Grades 5-6
- Students - 8:00 a.m. – 3:20 p.m.

- **Norfolk Elementary Schools:** Grades K-4
- Students - 8:05 a.m. – 3:15 p.m.

- **All Teachers:** Grades K-12

- 7:45 a.m. - 3:45 p.m.

Section 3 Severe Weather and School Cancellations

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

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

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

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

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

Section 4 Employment and Contract Days

Policy 4110

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

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

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

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

Release from Contract

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

Section 5 Make-Up Days

Policy 4005

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

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

Section 6 Address Change

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

Article 2: Community Relations

Section 1 Visiting Schools

Policy 1010

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

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

Section 2 Advertising and Promotion

Policy 1060

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

Section 3 Community Use of School Facilities

Policy 1100

School facilities are primarily intended for the district's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the district and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in school board policy. The application for use of a school facility is listed on our district website under the "Business Services" tab.

Section 4 Recording of Others

Policy 1102

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 5 Bulletin Boards, Display Case, and Posted Materials

Policy 1110

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

Section 6 Service Animals

Policy 1260

The district will follow the requirements of state and federal law and regulations with regard to service animals.

Legal Reference: Americans with Disabilities Act of 1990 (ADA), 28 CFR §28.104 and §35.136; Section 504 of the Rehabilitation Act of 1973 (Section 504); and Neb. Rev. Stat. §§20-126.01 and 20-127

Section 7 Fund Raising Activities

Policy 1300

As defined by this policy, fund raising is the selling of a product, providing a service or activity, or requesting donations of any kind. School fundraising directly funds school programs and student organizations.

All fundraising for student organizations and charitable giving campaigns must have prior administrative approval. School district employees who supervise official school programs or extracurricular activities are directed not to organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved by the building administrator or activities director. More information about fundraising can be found on our district website under the "Business Services" tab.

Section 8 Parent Organizations

Policy 1410

The Board of Education recognizes Parent -Teacher Associations and other school/parent groups as vital factors in establishing and maintaining positive community relationships. Staff members are asked to cooperate and coordinate their efforts with the officials of these organizations and assist in their work as needed.

Section 9 School Personnel and the Public

Policy 1450

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

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

Section 10 Weapon-Free Workplace

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

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

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;
- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- E. Any bludgeon, sand club, metal knuckles, or throwing star;
- F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- H. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- I. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- J. Any other object that is designed for or intended for use as a destructive or injurious device. The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 11 Parental Involvement

General - Parental/Community Involvement in Schools

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

- A. provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
- B. make textbooks, completed tests, and other curriculum materials available for review by parents upon request;
- C. permit parents access to their child’s records according to law and school policy;
- D. encourage parents to attend courses, assemblies, counseling sessions, and other instructional activities with prior approval of the proper teacher, counselor, or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
- E. assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
- F. permit parents to excuse their child from testing, classroom instruction, and other school experiences when possible and educationally appropriate;
- G. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by district policy or law, and allow parents to opt-out of such surveys in accordance with district policy and law; and
- H. encourage parents to express their concerns, share their ideas, and advocate for their child’s education.

Section 12 Title I Parental Involvement

Policy 6410

- A. The District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.
 - a. Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
 - b. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
 - c. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
 - d. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
 - e. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand.
 - f. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
 - g. Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children. Employees are expected to comply with the Title I Parental and Family Engagement policy.

building principal make certain that the inventory sheets are up-to-date. If at all possible, staff should specify the type of furniture. For example, it would be helpful to know that desks in a certain room are American Seating, Heywood-Wakefield, Artcobell, or another make.

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

Section 7 Monies in School Buildings

Policy 3200

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

Section 8 Video Surveillance

Policy 3231

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

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

Section 9 Risk Management and Safety Committee

Policy 3240

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

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

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

- A. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and, locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- B. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- C. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- D. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.

- E. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- F. Do not use equipment if you are not familiar with it or operate machinery without proper training.
- G. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- H. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report in accordance with district procedures.
- I. Wear seatbelts when in vehicles where provided.
- J. Do not do repetitive tasks for long periods of time (i.e., keyboarding, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be documented and reported immediately to the principal.

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

Accidents

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

Workers Compensation

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

Section 10 Trespassers

Policy 3250

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

Section 11 Safe Driving Record Standards for Drivers

Policy 3410

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

Employees who drive school vehicles are responsible for following safe driving practices. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education (NDE Rule 91) and the district relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Failure to do so could result in personal liability. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees are prohibited from transporting students in their personal vehicle.

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

Section 12 Transportation

Policy 3520

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

Section 13 Rebates to School Personnel

Policy 3550

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

Section 14 Asbestos

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

Section 15 Security of Desks and Lockers

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

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

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

Section 16 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the principal as soon as possible. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 17 Use of Phones

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

Section 18 Funds

Receipts

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

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

No money shall be kept in offices, teacher's desks, or file cabinets, etc. overnight. During the day such funds should be kept under lock and key until the funds can be securely transferred to the office for deposit.

Article 5: Personnel

Section 1 Recruitment and Selection

Policy 4001

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

Section 2 Equal Opportunity Employment

Policy 4002

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

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

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

Policy 4003

A. Elimination of Discrimination.

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

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

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

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

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

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

1. Purpose:

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

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

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

Discriminatory harassment because of a person's sex, disability, race, (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,

- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

Employees should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or to the compliance coordinator designated to handle complaints of discrimination. If the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor or teacher is the problem, the employee may report the alleged discrimination, harassment or retaliation to the designated coordinator.

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

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

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

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

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

Designation of Coordinators

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

Law, Policy or Program	Issue or Concern	Coordinator
Title VII	Discrimination or harassment based on race, color, or national origin; harassment	Director of Student Services
Title IX (Policy 1211)	Discrimination or harassment based on sex; gender equity	Director of Student Services
Section 504 of the Rehabilitation Act Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	504 - Director of Student Services ADA - Associate Superintendent of Business Services
Homeless student laws Safe and Drug Free Schools and Communities	Children who are homeless Safe and drug free schools	Director of Student Programs Associate Superintendent of Business Services

Grievance Procedure for Persons with a Disability

Policy 1240

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

- A. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the complainant’s disability prevents such, in which event the complaint can be made verbally.
- B. Complaints shall set forth: (a) the name of the complainant, (b) the address and telephone number or other such information sufficient to enable the coordinator to contact the complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the complainant.
- C. Complaints shall be investigated by the coordinator or the coordinator’s designee. Investigations shall be thorough, but informal, and the complainant shall be given a full opportunity to submit evidence relevant to the

complaint.

- D. The coordinator shall make a decision on the complaint within thirty (30) days of the filing of the complaint, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the coordinator's proposed resolution of the complaint, and shall be forwarded to the complainant.
- E. The complainant shall have ten (10) days from the date the coordinator's decision is sent to the complainant to accept or reject the coordinator's proposed resolution. The complainant shall be deemed to have accepted the proposed resolution unless the complainant rejects the proposed resolution within such time period.
- F. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the coordinator's decision is sent to the complainant. The request for reconsideration shall be filed with the coordinator. Upon receipt of the request for reconsideration, the coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the complaint to a third person for review (either an administrator or other employee of the district, or members of the Board of Education or committee of the board).
- G. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the board or committee of the board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances.

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

Policy 4004

Hours of Work & Meetings

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

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

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

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

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

Arrival to Duty Assignments

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

Section 5 Absence of Employees

Policy 4005

Absent - Need For Substitute

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

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

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

Section 6 Absence from Building

Policy 4006

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

Section 7 Returning from Absences

A. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as

winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

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

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

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

Policy 4007

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

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

- A. For incapacity due to pregnancy, prenatal medical care or child birth;
- B. To care for your child after birth, or placement for adoption or foster care;
- C. To care for an immediate family member who has a serious health condition (an immediate family member is defined as: husband, wife, child, mother, father, sister, brother, mother/father-in-law, brother/sister-in-law, grandparents, grandchild, aunt, uncle, niece, nephew, and daughter/son-in-law); or
- D. For a serious health condition that makes you unable to perform your job.

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

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

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

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

A teacher's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

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

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

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

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

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

Employee Responsibilities. The teacher must provide sufficient information for the district to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the teacher is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The teacher also must inform the district if the requested leave is for a reason for which FMLA leave was previously taken or certified. The teacher also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

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

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

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

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

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

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

Legal Reference: Neb. Rev. Stat. §§ 55-160 to 55-166

Neb. Rev. Stat. §§ 55-501 to 55-507

29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA)

38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)

Section 9 Adoption Leave

Policy 4008

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

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

Legal Reference: § 48-234

Section 10 Drug and Substance Use and Abuse

Policy 4009

Drug-Free Workplace

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

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.

The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the district's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the district's drug-free workplace policies and notify the Superintendent 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.

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, a reprimand, and non-renewal, cancellation, or termination of employment.

An employee who orders school supplies/equipment without approval may be personally accountable for compensation of the materials ordered.

Section 17 Use of School Facilities and Equipment by School Employees

Policy 4016

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage. Teachers will be responsible for the costs incurred to replace keys. Teachers leaving the district are expected to turn in all keys upon their last day of employment.

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

Section 18 Activity Passes

Policy 4017

Current employees, Board of Education and Foundation Board members along with Booster Steering Committee members of Norfolk Public are eligible for a free activity pass. Those employees listed above may also work three activities (or accumulate a designated number of hours for longer activities) to earn an activity pass for their spouse. Additional information about activity passes is available through the Norfolk Senior High School Activities office.

Section 19 Military and Family Military Leave

Policy 4022

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

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

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent or his/her designee at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent or his/her designee of the leave request as soon as practicable.

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

*Legal Reference: Neb. Rev. Stat. §§ 55-160 to 55-166
Neb. Rev. Stat. §§ 55-501 to 55-507
29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA)
38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)*

**Section 20 Notification of Arrest, Criminal Charges, and Certificate,
License or Child Abuse Complaints**

Policy 4025

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

Notification of Arrest, etc.

Employees must notify the Superintendent by the next business day after:

- A. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
1. The maximum penalty for the crime equals or exceeds six months incarceration;
 2. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 3. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - a. Would impact the responsibility to be a role model for students or relations with other employees of Norfolk Public Schools;
 - b. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
 - c. Would impact the employee's Commercial Driver's License (CDL) if the employee's job requires that the employee have a CDL.
 4. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Norfolk Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
- B. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
- C. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

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

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Civility

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

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

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

Complaints or Concerns of Employees

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

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

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

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

Section 21 Professional Boundaries between Employees and Students

Policy 4025

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

Professional Boundaries between Employees and Students

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

Discipline for a violation of this policy may include termination, the loss of credentials, and referral to the Department of Health and Human Services and law enforcement.

Engaging in sexual activity, a romantic relationship, or dating a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

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

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

Exceptions to these prohibitions may include:

- 1. Communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works

such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.

2. An emergency or concern for that student's immediate health or safety.
3. A singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy

Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

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

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

Section 22 Appropriate Dress

Policy 4028

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

Section 23 Injury Leave

Policy 4031

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

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

Section 24 Assignment of Duties

Policy 4130

Principle I - Commitment as a Professional Educator:

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

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

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, national or ethnic origin, religion, disability, age, sex, veteran status, marital status pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected category.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

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

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

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

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

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

Section 31 Outside Employment

Teachers shall not perform duties unrelated to district employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the district of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to

comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 32 Address Change

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

Section 33 Grievances and Complaints

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

Section 34 Compensation

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

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 18th of the month, or the last preceding school day, if the 18th falls on a holiday or week-end. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the board, be paid all salary due in one lump sum. Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

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

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

- A. All courses used for salary schedule movement must receive pre-approval from the Superintendent's office.
- B. Pre-approval must be obtained at least ten days in advance of the beginning date of the course. Failure to obtain pre-approval may result in using the class for the purposes of advancement on the salary schedule being denied.
- C. Pre-approval of the course may be obtained by completing a "Course Approval" form or having a signed and dated Master's Degree Program on file in the Superintendent's office
- D. Salary schedule advancement and professional growth are two separate and distinct items. Advancement on the salary schedule does not automatically happen when transcripts are provided for professional growth points.

- E. The Superintendent's office is responsible for granting approval for coursework to count towards salary schedule movement and the Professional Growth Secretary at Central Office is responsible for maintaining records for professional growth.
- F. Official college transcripts, not grade cards, shall serve as the method of proof for granting salary schedule movement.
- G. Transcripts are due to the superintendent's office by **September 1st** of each year for salary schedule movement to be allowed.
- H. Grade cards will be accepted as proof of course completion for professional growth purposes.
- I. All courses to be used for advancement on the salary schedule shall be graduate level courses.
- J. Certain exceptions to coursework for advancement on the salary schedule being graduate level exist. The secretary to the Superintendent is able to provide further details.
- K. A Human Relations course is required for certificate renewal and may be used for advancement on the salary schedule or professional growth. The pre-approval process shall be adhered to when this course is taken.

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

Section 35 Extended Duty Pay

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

Section 36 Benefits

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

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

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

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

Section 37 Payroll Deductions

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

Section 38 Expense Reimbursement

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

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

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

Section 39 403(b) Salary Reduction Agreements

The district will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the district and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the district holding the district harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 40 Overtime

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

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

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

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

Section 41 Paid Leave

Paid Leaves:

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

Section 42 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = $1/188^{\text{th}}$ of total salary.

Section 43 Unpaid Leaves

Norfolk Public Schools complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence

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

Section 44 Jury Duty Leave

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

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

If a teacher reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the Building Principal.

Legal Reference: § 25-1640

Section 45 Subpoena to Testify Leave

A teacher must promptly notify the Building Principal when the teacher receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

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

In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

Section 46 Long Term Leave Communication

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

Section 47 Crisis Team

Events such as the death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce a crisis for students and faculty alike. The need to cope effectively is necessary. The purpose of the NPS Crisis Response Team is to evaluate crisis situations and plan intervention strategies based on district guidelines. Guidelines for the purpose and utilization of the Crisis Response Team is made available to staff at the beginning of each school year by CRT members.

Section 48 State Tournament Guidelines: Grades 7-12

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

G. Building administrators have the final say on teachers leaving.

Section 49 Media Requests

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

Section 50 Biometric Terminal

As required under federal and state law, Norfolk Public Schools tracks the hours worked by its nonexempt employees. Employees clock in and clock out using the biometric terminal (the “Bio Terminal”). The Bio Terminal scans and takes various measurements of an employee’s hand and converts those measurements into an encrypted code. The encrypted code is retained solely for the purpose of identifying the employee each time the employee uses the device to clock in or clock out of work. The encrypted code cannot be reverse engineered to convert it into a picture of the hand.

If an employee does not wish to consent to Norfolk Public School’s creation and retention of the encrypted code in the Bio Terminal clock for purposes of identifying them when they clock in and clock out of work, the employee can contact the Payroll Office. The encrypted code will be deleted from the Bio Terminal and from Norfolk Public School’s database within 30 days after my employment with Norfolk Public Schools ends.

Article 6: Students

Section 1 Assignment of Students

Policy 5003

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

Section 2 Student Attendance

Policy 5008

Absences, Truancies, and Tardies:

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

Section 3 Student Discipline

Policy 5101

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

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

by Non-School Personnel

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

Section 9 Supervision of Students

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

A. Proper Supervision:

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

B. Proper Instructions:

1. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
2. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
3. When going over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
4. Review playground and classroom safety rules with students at least once each semester and note it in your written records. Also, if any students are absent when reviewing the rules, the teacher will contact the student(s) to review the same information and also note that contact in written records.

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

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

2. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the principal so those repairs may be undertaken.
3. Check communication devices (whether it be a school phone, a walkie-talkie, intercom, e-mail, or a cell phone) periodically to make sure teachers can communicate with the office immediately in the event of an emergency.

D. Proper Warnings:

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

Contact the Office for Assistance:

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

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

Student Searches

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

Student Rights

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

Section 10 Dispensing Medication

Policy 6910

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the district's Safety and Security Management Plan and the district's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition, during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure or, for asthma and anaphylaxis, a health care professional who prescribed the medication for

treatment of the student's condition. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication. Any questions about these rules are to be addressed with the Principal

Section 11 Homeless Students

Policy 5418

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

Section 12 Reporting Child Abuse

Policy 5402

Nebraska state law and District policy mandates school officials to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the teacher has reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska state law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

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

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

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

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you with any questions or concerns you may have.

Section 13 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and board policy. Further information about FERPA and the district's policies under FERPA are found in board policy and in the student handbook.

Section 14 Disclosure of Student Information to Military Recruiters and Colleges

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

Section 15 Student Privacy Protection

The **Every Student Succeeds Act** (ESSA) requires the district to protect the privacy of students. Further information about student privacy and the district’s policies with regard to student privacy are found in board policy and in the student handbook. In general, employees are expected to comply with these provisions of **ESSA** and related board policy, as follows:

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

Section 16 Mental Health Assessment or Service

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

Article 7: Instruction

Section 1 Classroom Environment

Policy 6111

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional

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

The following specific assessment expectations and rules apply:

1. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
 - a. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
 - b. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

2. Teaching for Success on Assessments.
 - a. It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.
 - b. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
 - c. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

3. Conditions for Successful Assessments.
 - a. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
 - b. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
 - c. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

4. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the principal.

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

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

- A. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
- B. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
- C. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the district's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
- D. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
- E. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- F. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
- G. Teachers will not attempt to login to the system as a system administrator.
- H. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
- I. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, or other materials that are provided by the district.
- J. Teachers will not use the network for financial gain or for any commercial or illegal activity.
- K. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
- L. The district will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the district's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the district for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
- M. The Internet will be supplied for your use on an "as is, as available" basis. The district does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
- N. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- O. The district reserves the right to refuse posting of files, and to remove files.
- P. The district further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the district's computers or Internet system.
- Q. The computer system is not a public forum. It is provided for the limited purpose of advancing the district's mission.
- R. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override

the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

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

Section 12 Lesson Plans

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

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

Section 13 Classroom and School Procedures

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

A. Bulletin Boards

Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards should be changed as needed to ensure current and relevant information is available.

B. Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet for future reference. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

C. Use of Cell Phones

1. Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.
2. Teachers are not to use wireless devices or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.
3. Teachers will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the district relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Cell phones will not be used while the vehicle is in motion.

D. Use of Paraprofessionals

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

E. Use of Student Aides

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

F. Checking Out of Equipment

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

G. Requisition of Equipment and Supplies

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

H. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should respond to e-mails which require a response in a timely fashion, but should avoid checking and responding to e-mails during instructional time. Use of the district's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in board policy and this handbook.

I. Teacher Mail Box

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

J. Teacher Meetings

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

Section 14 Purpose and Goals of Academic Achievement

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

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

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

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

Section 15 Academic Progress

Policy 5203

The Superintendent will be responsible for implementing a uniform system for appraising and reporting the development of students' academic and behavioral skills.

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Section 16 Grading:

Policy 6250

The district uses grades for the purposes of providing:

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

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

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

Grading Admin Rule: In Correspondence with Policy 6250

Standardized grading practices provide clarity and feedback for students, parents, teachers and administrators when best practices (based on educational research) are utilized consistently. These practices include the use of proficiency scales, which provide exceptional clarity regarding what students are expected to know and be able to do. Thus, NPS is incorporating their use across the district as we transition from a traditional grading system to standards-based grading. Ultimately, this transition will result in a shift in how reporting looks in the gradebook and on report cards.

NPS maintains the following expectations regarding grading, in all classes, regardless of whether a traditional or standards-based reporting system is utilized.

1. Grading practices and procedures must be clearly communicated to students and parents at the beginning of the course/class.
2. Proficiency scales will be used where developed to ensure consistency and rigor for appropriate grade level expectations.
3. Reported grades will primarily reflect evidence gathered through summative assessments that are aligned to priority standards and learning targets. Students will be given opportunities for intervention, relearning, and provided additional opportunities to demonstrate proficiency. This can include reassessment in multiple forms on both formative and summative assessments.
4. Formative assessment and practice will be recorded in the student information system and will serve as evidence of student learning.
 - Variances may occur while some grade levels and special courses are updated in Infinite Campus (our student information system reporting system).
 - When sufficient evidence of learning is demonstrated, a formative grade may replace a summative grade.
5. Final course/class grades will be based upon the following breakdown of formative and summative work:
 - a. K-2 100% Summative 0% Formative
 - b. 3-4 90% Summative 10% Formative
 - c. 5-12 85% Summative 15% Formative
6. Meaningful homework is assigned for the purpose of addressing and reinforcing priority standards and may be graded according to the parameters of district course guidelines. See administrative rule on Definition & Guidelines for Homework and NPS [Homework Policy \(6240\)](#).
7. Teachers will provide frequent and timely feedback to students on both graded and ungraded work, so they are clear on their progress before moving onto the next step.
8. Teachers are to ensure all students are successful in core instruction and provide assistance and intervention at a core level before moving them onto another level of support outside of the classroom.
9. Teachers are not to award extra points or subtract points due to items that are considered behavior in nature, such as bringing snacks or kleenex, attendance, participation, or attitude. Such items can be reflected in the student's Life Skills (K-4) grade or the "N" ployability grade (5-12).
10. Formal grading reports are available at 9 weeks (progress report), 18 weeks (report card), 27 weeks (progress report) and 36 weeks (report card). Interim grade reports may be but are not required to be sent home as needed. Printed report cards are handled per function of the building
11. Asterisks are used to indicate not assessed or not addressed yet.

Special Education:

Identified students in the regular classroom instruction will participate in the instructional, grading, assessing and reporting practices as regular education with accommodations when needed as stated in the IEP. Students participating in pull out classroom instruction will participate in grade level instruction with an accommodated and prioritized amount of standards with corresponding proficiency scales and reported on those specified priority standards as determined by the Sped PLC team. Students participating in Life Programs will receive modified instruction, grading, assessing and reporting represented in the extended indicators.

Section 17 Recording Grades

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

Reports to Parents

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

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

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

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

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

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

Reconsideration of Grades/Marks

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

Failure to initially resolve the issue will result in an appeal involving the Superintendent or designee and the participants described above. The grades designated by teachers will not be changed unilaterally by the Superintendent

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

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

Appendix A

Norfolk Public Schools 2023-2024 School Calendar Information



Norfolk Public Schools 2023-2024 Staff Calendar

August 2023	January 2024
September 2023	February 2024
October 2023	March 2024
November 2023	April 2024
December 2023	May 2024

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

August	2-7 Orientation - New teaching staff 8-11 Orientation - All teaching staff 14 Final Day - First Half Students K-12 15 Final Day - Second Half Students K-12 16 All Day K-12
September	4 Labor Day - No School
October	12 K-12 End First Quarter 13 K-12 Staff PD/Work Day-No School for Students 16-19 K-12 Parent-Teacher Conferences 16 - K-6 P-T Conferences, 4:00-7:00 17 - K-4, 9-12 P-T Conferences, 4:00-7:00 18 - 5-12 P-T Conferences, 4:00-7:00 19 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 20 K-12 Students- No School (K-12 Teacher's- Comp Day- No Duty) 23 K-12 Staff- PD/Work Day- No School for Students
November	22-24 Thanksgiving Break - No School
December	20 K-12 End Second Quarter/First Semester 21-29 Winter Break - No School

Date	K-4	5-6	7-8	9-12	Date
1	43.0	43.0	43.0	43.0	August 14 - October 12
2	42.5	42.5	42.5	42.5	October 16 - December 20
	85.5	85.5	85.5	85.5	
3	45.5	45.5	45.5	45.5	January 4 - March 14
4	41.5	41.5	41.0	41.0	March 18 - May 22
	87.0	87.0	86.5	86.5	

172.5 Student Days, Grades K-4
172.5 Student Days, Grades 5-6
172.0 Student Days, Grades 7-8
172.0 Student Days, Grades 9-12

188/192 Veteran's New Teacher Contract Days

January	1-2 Winter Break - No School 3 K-12 Staff - PD/Work Day - No School For Students 4 K-12 School Resumes 15 K-12 Staff - Prof. Development ESU Speaker- No School
February	9 K-12 Staff - PD/Work Day - No School for Students 12-15 K-12 Parent-Teacher Conferences 12- K-8 P-T Conferences, 4:00-7:00 13- K-4, 9-12 P-T Conferences, 4:00-7:00 14 - 5-12 P-T Conferences, 4:00-7:00 15 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 16 K-12 Students- No school (K-12 Teacher's Comp Day- No Duty) 19-20 Spring Break- No School
March	14 K-12 End Third Quarter 15 K-12 Staff- PD/Work Day - No School for Students 27-29 K-12 No school - Spring Break 27 Make - Up Snow Day (if needed due to 3 snow days) 28 Make - Up Snow Day (if needed due to 4 snow days)
April	1 No School - Spring Break 2 K-12 School Resumes 18 Grades 9-12 - 11:30 a.m. dismissal PM- SHI Track Meet 19 No School For Students- District Music K-12 Staff PD/Work Day 22 No School- Staff or Students
May	1 K-12 Staff Appreciation Day 1:00 pm Dismissal 2 Grades 7-8- 11:30 dismissal PM JH Track Meet 19 Graduation 22 Students Last Day/End Fourth Quarter K-12 - 11:30 a.m. dismissal 23 Last Teacher Work Day

Published by:
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Norfolk Public Schools
512 Philip - PO Box 139
Norfolk, Nebraska 68702-0139
402-644-2500

Updated: 12/14/2023

Appendix B

Norfolk Public Schools
Certified Staff Employee Handbook Receipt Page

**RECEIPT OF THE 2023-2024 CERTIFIED STAFF HANDBOOK
OF NORFOLK PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2023-2024 Certified Staff Employee Handbook for Norfolk Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:

Employee Signature:

Please return the signed document to your building secretary.



2023-2024
CLASSIFIED EMPLOYEES
STAFF HANDBOOK

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



Notice of Nondiscrimination

Norfolk Public Schools does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, religion, age, 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: Erik Wilson, Director of Student Services, 512 Philip Ave., Norfolk, NE 68701 (402) 644-2500 (erikwilson@npsne.org).

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

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



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Norfolk Public Schools
2023-2024
Classified Employees Handbook
FOREWORD

Section 1 **Intent of Handbook**

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

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

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

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

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

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

This handbook will be in effect for the 2023-2024 school year and subsequent school years unless replaced by a later edition.



Section 1 Information About Norfolk Public Schools

Norfolk Public Schools serves approximately 4,400 students in pre-kindergarten through twelfth grade. All-day kindergarten is available in all seven elementary schools. Lincoln Elementary also offers a K-4 Montessori Program. Little Panthers Preschool is located at 2500 Norfolk Ave and serves our students ages 3 and 4. For the upper grades, Norfolk Middle School serves grades 5-6, Norfolk Junior High serves grades 7-8, and Norfolk Senior High serves grades 9-12. In addition, Alternatives for Success is a specialized program that provides an alternative, flexible learning environment for 9th through 12th grade students. Career Academies are also in place at the high school to provide additional career exploration opportunities. Finally, our High Ability Learner (HAL) program serves intellectually gifted students and our comprehensive special education (SPED) program provides a wide variety of services for our students with special needs.

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

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

Section 2 School Mission Statement

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

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

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

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



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

Section 3 Members of the Board of Education

Name	Contact Information
Teri Bauer	teribauer@npsne.org
Cindy Booth	cindybooth@npsne.org
Brenda Carhart (Vice President)	brendacarhart@npsne.org
Jake Claussen	jakeclaussen@npsne.org
Lindsay Dixon	lindsaydixon@npsne.org
Tammy Day (Vice President)	tammyday@npsne.org
Jenna Hatfield-Waite	jennahatfield@npsne.org
Beth Shashikant	bethshashikant@npsne.org
Leann Widhalm	leannwidhalm@npsne.org
Sandy Wolfe (President)	sandywolfe@npsne.org

Section 4 Administrative Staff

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



Ryan Specht	Principal: Washington Elementary
Tracy Lichty	Principal: Westside Elementary
Bruce Strong	Principal: Woodland Park Elementary

Section 5 Grant Coordinators/Facilitators

Name	Building	Position
Maggie Pilar	Norfolk Middle School	Aftershock Coordinator
Heather Hirsch	Little Panthers Preschool	Sixpence Family Facilitator
Austin Casselberry Ben Ries	Norfolk High School	Career Academy Coordinator
Kerstin Ditter	Little Panthers Preschool	Sixpence Family Facilitator

Section 6 Norfolk Public Schools Foundation

Callan Collins Austin Truex	Executive Director
Metka Kolm	President
Jason Busch	Vice President
Mary Hoien-Callan Collins	Assistant to the Foundation and Superintendent
Brenda Carhart	Treasurer, Board of Education Representative
April Pearson	Secretary
Dr. Jami Jo Thompson	Superintendent of Schools
Doug Burkink	Board Member
Jake Claussen	Board Member
Ann Feidler-Klein	Board Member
Leonor Fuhrer	Board Member
Lisa Jones	Board Member
Dave Merritt	Board Member
Karl Morgan	Board Member
Stephen Morton	Board Member
Don Polodna	Board Member
Lindsay Schellpeper - Simpson	Board Member
Nate Stratton	Board Member
Bobbi Theisen	Board Member
Leann Widhalm	Board Member

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

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

The 2023-2024 school calendar is found in Appendix “A.”



Section 2 Severe Weather and School Cancellations

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

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

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

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

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

Classified Staff: Weather Procedure. On occasion, school may be canceled due to inclement weather. 10, 11, and 12 month employees need to make every effort to safely make it to their buildings in a timely manner in order to answer the phones and help students that come to school make arrangements for safe rides back home. Once those issues have been handled, staff should consult with the supervising administrator on finishing the work day at the school office or taking work home to finish. If employees cannot get to work or choose to not work the remainder of the day, they have the following options:

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

Section 3 District Summer Hours



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

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

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

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

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

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

Section 2 Assignments

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

A classified staff member who wants to transfer to another posted opening within the district must send written communication to the Director of Human Resources indicating their current assignment and requesting a transfer to the posted position. If an in-house transfer is allowed, the salary schedule of the new position will be used, and in some instances this could result in a decrease in hourly wages. Administrators/supervisors must submit a Classified Employment Offer Form to HR to record changes in employment status. The district reserves the right to transfer employees to other positions as deemed necessary. Employees are expected to diligently and faithfully perform the assigned duties to the best of the employee’s ability.

Section 3 Personnel File

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



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

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

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

Section 9 Retirement

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

Section 10 Expense Reimbursement

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

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

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

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

Section 11 403(b) Salary Reduction Agreements

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

Section 12 Overtime

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



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

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

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

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

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

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

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

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

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

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave day, employees are to contact their immediate supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences



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

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

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

Section 2 Paid Leave – Sick and Bereavement

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

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

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

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

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

Part-time employees – sick leave accrual rate:

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

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except



in the case of the death of the employee’s parent, child or spouse, where grief would be expected to impair the employee’s ability to effectively function at work. Five days may be taken for immediate family as defined in Section 2 under sick leave. One day may be taken for anyone other than family.

Section 3 Vacation Leave

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

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

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

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

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

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

Classified employees are encouraged to take their vacation within each leave (fiscal) year. The maximum number of unused vacation days an employee will be allowed to carry over from one year to the next is five days. The maximum that may be accumulated is the number of days the employee was eligible for in the preceding leave year plus the possible five carry over days; that is five for an employee who has completed one year of continuous employment, ten for an employee who has completed two to ten years of continuous employment, fifteen for an employee who has completed eleven to twenty years of continuous employment, and twenty for an employee who has completed twenty-one or more years of continuous employment. An employee is eligible for their specific maximum number of days plus the possible five day carry over from the previous year. Once the maximum is accumulated, no further vacation days will be available or granted until September 1 of the next fiscal year.

Section 4 Payroll Deductions for Absences in Excess of Paid Leave



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

Section 5 Unpaid Leaves

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

Section 6 Jury Duty Leave

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

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

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

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

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

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

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

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



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

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

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

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

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

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

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

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

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform essential job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

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



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

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

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

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

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

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

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

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

Section 8 Military and Family Military Leave

Policy 4022

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

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

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

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

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



Legal Reference:

§ 48-234

Section 10 Subpoena to Testify Leave

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

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

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

Section 11 Crisis Response Team

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

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Time Clock

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

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

As required under federal and state law, Norfolk Public Schools tracks the hours worked by its nonexempt employees. Employees clock in and clock out using the biometric terminal (the "Bio Terminal"). The Bio Terminal scans and takes various measurements of an employee's hand and converts those measurements into an encrypted code. The encrypted code is retained solely for the purpose of identifying the employee each time the employee uses the device to clock in or clock out of work. The encrypted code cannot be reverse engineered to convert it into a picture of the hand.

If an employee does not wish to consent to Norfolk Public School's creation and retention of the encrypted code in the Bio Terminal clock for purposes of identifying them when they clock in and clock out of work, the employee can contact the Payroll Office. The encrypted code will be deleted from the Bio Terminal and from Norfolk Public School's database within 30 days after my employment with Norfolk Public Schools ends.



Section 2 Hours of Work & Meetings

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

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

Section 3 Arrival to Duty Assignments

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

Section 4 Leaving School

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

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

Section 5 School Procedures

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

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



usage found in board policy and this handbook.

- E. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer, employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

Section 6 Supervision / Management of Students

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

Proper Supervision

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

Proper Instructions

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

Proper Maintenance of Buildings, Grounds, and Equipment

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



- B. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- C. Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, intercom, e-mail, cell phone or other means as applicable) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

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

Contact the Office for Assistance

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

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

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

Student Searches

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

Student Rights

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

Student Discipline:

Student discipline is everyone's responsibility. It begins with each student being responsible for his/her own behavior and understanding the consequences it may cause. Each employee is responsible for understanding and supporting classroom and building expectations at the beginning of the school year, implementing these expectations on a consistent basis, and being familiar with the student handbook. Staff are responsible for all students in the hallways,



in the rest rooms, at assemblies, at pep rallies, in other open spaces and during lunch. If applicable, consequences will be in accordance with the Student Code of Conduct.

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

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

Section 7 Dispensing Medication (Policy No. 6910)

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

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

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

Section 8 Reporting Child Abuse (Policy No. 5402)



Nebraska State Law and school policy mandates school officials to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

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

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

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

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

Section 9 Funds

Receipts:

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

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

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

Fundraising (Policy No. 4029)

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



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

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

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

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

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

Principle I - Commitment as a School Employee:

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

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

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

Principle II - Commitment to the Student:

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

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

- A. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.



- B. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- C. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to Classified Position Employment Practices:

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

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

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

Competent Performance

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

Therefore, each employee shall:

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



Each employee shall:

- A. Utilize available materials and equipment necessary to accomplish the designated task;
- B. Adhere to and enforce written and dated administrative policy of the district which has been communicated to the educator;
- C. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

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

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

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

Management techniques: The employee shall:

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

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

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

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

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

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

Section 2: Role Model

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



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

Section 3 Professional Boundaries between Employees and Students

Policy 4025

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

Professional Boundaries between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action. Discipline for a violation of this policy may include termination, the loss of credentials, and referral to the Department of Health and Human Services and law enforcement.

Engaging in sexual activity, a romantic relationship, or dating a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

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

- A. Using e-mail, text messaging, instant messaging or social networking sites (such as Twitter) to discuss with a student a matter that does not pertain to school-related activities. (School related activities include items such as the student's homework, class activity, school sport or club, or other school-sponsored activity.) Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- B. Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- C. Employees shall not "friend" or "follow" students on any social networking site.
- D. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- E. Making any sexual advance – verbal, written, or physical – towards a student.–Or responding in a positive manner to a student's sexual advance.
- F. Showing sexually inappropriate materials or objects to a student.
- G. Discussing with a student sexual topics that are not related to a specific curriculum.
- H. Telling sexual jokes to a student.
- I. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- J. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- K. Being overly "touchy" with a specific student.
- L. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.



- M. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- N. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- O. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- P. Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Q. Going to the student's home when the student's parent or a proper chaperone is not present.
- R. Giving gifts of a personal nature to a specific student.
- S. "Grooming," (as defined in this policy).
- T. Providing alcohol or illegal or unauthorized drugs or medication to a student.
- U. Any other behavior which could exploit the unique position of trust and authority between a student and employee.

Exceptions to these prohibitions may include:

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

Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

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

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

Section 4 Relationships

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

Section 5 Civility



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

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

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

Section 6 Notification of Arrest, etc.

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

- A. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - 1. The maximum penalty for the crime equals or exceeds six months incarceration;
 - 2. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - 3. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - a. Would impact the responsibility to be a role model for students or relations with other employees of the district;
 - b. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - c. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
 - 4. The arrest or the alleged criminal activity occurred while the employee was on duty, on district property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 - 5. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
- B. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
- C. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

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

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

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

Section 7 Injury Leave

Policy 4031



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

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

Section 8 Evaluations

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

Section 9 Employee Complaints or Concern

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

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

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

The district will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or



other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 10 Attire

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

Section 11 Outside Employment

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

Section 12 Media Requests

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

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

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

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.



The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the district's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the district's drug-free workplace policies and notify the Superintendent 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.

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 employment.

Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

Section 2 Smoke and Tobacco-Free Workplace

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

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

Section 3 Weapon-Free Workplace

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

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

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;
- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- E. Any bludgeon, sand club, metal knuckles, or throwing star;
- F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;



- H. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
- I. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- J. Any other object that is designed for or intended for use as a destructive or injurious device.

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

Section 4 Use of District Computer Network and Internet

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

- A. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the district. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.
- B. Access and User Agreements. Use of the district’s technology resources is a privilege and not a right. The Superintendent or his/her designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources. The technology resources are not a public forum. The district reserves the right to restrict any communications and to remove communications that have been posted.
- C. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the district’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
- D. Unacceptable Uses. The following are unacceptable uses of the technology resources:
 - 1. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 - 2. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.
 - 3. Incidental personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.
 - 4. The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for personal use; or sending an e-mail related to one’s own private consulting business.
 - 5. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - 6. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - a. Users shall not use another person’s name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).



- b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - e. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - g. Users shall not engage in any form of vandalism of the technology resources.
 - h. Users shall follow the generally accepted rules of network etiquette. The administrator or designees may further define such rules.
 1. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any district policy or any applicable law. Without limitation, this means that technology resources may not be used:
 - a) To access any material contrary to the district's Internet Safety Policy; or to create or generate any such material.
 - b) To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - c) To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the district is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - d) To promote or tolerate violations of student conduct rules.
 - e) To engage in illegal activity, such as gambling.
 - f) In a manner contrary to copyright laws.
 - g) In a manner contrary to software licenses.
7. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The district does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.
8. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate.

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

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



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

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

Section 5 Use of School Facilities

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

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

Section 6 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

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

Section 8 Visitors

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

Section 9 Salespersons



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

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

Section 10 Security of Desks and Lockers

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

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

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

Section 11 Video Surveillance

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

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

Section 12 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 12 Bulletins and Web Page



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

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

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

Section 13 Copyright and Fair Use Policy

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

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

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

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

Section 14 Lost and Found

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

Section 15 School Safety

Safety Programs and Safety Teams

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



Standard Response Protocol is available under the Safety and Security tab on the school website. Information about the Safety and Security Management Plan may be obtained for review from the principal or the Superintendent.

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

Safety Practices

Guidelines for safe work practices for employees include the following:

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

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

Section 16 Safe Driving

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

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

Accidents



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

Section 17 Workers Compensation

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

Section 18 Classroom Environment

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

Article 7 – STATE AND FEDERAL PROGRAMS

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

A. Elimination of Discrimination.

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

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

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

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

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

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



1. Purpose:

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

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

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

Discriminatory harassment because of a person's sex, disability, race, (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

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

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

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



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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

Employees should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or to the compliance coordinator designated to handle complaints of discrimination. If the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor or teacher is the problem, the employee may report the alleged discrimination, harassment or retaliation to the designated coordinator.

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

Section 2 Notice of Nondiscrimination

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, 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.

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

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:



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

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

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

Section 3 Designation of Coordinators

Policy 4003

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

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

Section 4 Grievance Procedure for Persons with a Disability

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

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



or reject the coordinator's proposed resolution. The complainant shall be deemed to have accepted the proposed resolution unless the complainant rejects the proposed resolution within such time period.

- F. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the coordinator's decision is sent to the complainant. The request for reconsideration shall be filed with the coordinator. Upon receipt of the request for reconsideration, the coordinator shall promptly forward the request for reconsideration and all evidence received by the coordinator in connection with the complaint to a third person for review (either an administrator or other employee of the district, or members of the Board of Education or committee of the board).
- G. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the board or committee of the board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

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

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

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

Section 7 Breakfast and Lunch Programs

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

Section 8 Confidentiality of Protected Health Information (HIPAA)

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

Section 9 Student Privacy Protection (Policy No. 5419)



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

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

Mental Health Assessment or Service

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

Section 10 Parental and Community Involvement (Policy 6400)

General - Parental/Community Involvement in Schools

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

1. provide parents and family members timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
3. permit parents and family members access to their child’s records according to law and school policy;



4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.

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

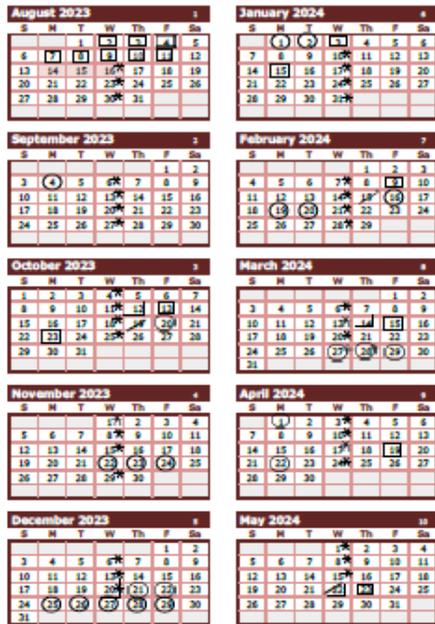
Section 11 Homeless Students (Policy No. 5418)

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.



Appendix A

Norfolk Public Schools 2023-2024 School Calendar Information



- No school for students or teachers
- Teacher PD/Work Day - No School For Students
- Teacher PD/Work Day - No School For Students (a.m. only)
- End Quarter
- 2:00 p.m. dismissal for students K-12
- 11:30 a.m. dismissal for students K-12
- Make-up Snow Days (if needed)



Norfolk Public Schools 2023-2024 Staff Calendar

Month	Event	Month	Event
August	2-7 Orientation - New teaching staff 8-11 Orientation - All teaching staff 14 First Day - First Half Students K-12 15 First Day - Second Half Students K-12 16 All Day- K-12	January	Winter Break - No School 3 K-12 Staff - PD/Work Day - No School For Students 4 K-12 School Resumes 15 K-12 Staff - Prof. Development ESU Speaker- No School
September	4 Labor Day - No School	February	9 K-12 Staff - PD/Work Day - No School for Students 12-15 K-12 Parent-Teacher Conferences 12- K-8 P-T Conferences, 4:00-7:00 13- K-4, 9-12 P-T Conferences, 4:00-7:00 14- 5-12 P-T Conferences, 4:00-7:00 15- K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
October	12 K-12 End First Quarter 13 K-12 Staff- PD/Work Day-No School for Students 16-19 K-12 Parent-Teacher Conferences 16- K-8 P-T Conferences, 4:00-7:00 17- K-4, 9-12 P-T Conferences, 4:00-7:00 18- 5-12 P-T Conferences, 4:00-7:00 19- K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)	16 K-12 Students- No school (K-12 Teacher's Comp Day- No Duty) 19-20 Spring Break- No School	
November	20 K-12 Students- No School (K-12 Teacher's- Comp Day- No Duty) 23 K-12 Staff- PD/Work Day- No School for Students	March	14 K-12 End Third Quarter 15 K-12 Staff- PD/Work Day - No School for Students 27-29 K-12 No school - Spring Break 27 Make - Up Snow Day (if needed due to 3 snow days) 28 Make - Up Snow Day (if needed due to 4 snow days)
December	23-24 Thanksgiving Break - No School	April	1 No School - Spring Break 2 K-12 School Resumes 18 Grades 9-12 - 11:30 a.m. dismissal PM- SH Track Meet 19 No School For Students- District Music K-12 Staff PD/Work Day 22 No School- Staff or Students
January	20 K-12 End Second Quarter/First Semester 21-29 Winter Break - No School	May	1 K-12 Staff Appreciation Day 1:00 pm Dismissal 2 Grades 7-8- 11:30 dismissal PM JH Track Meet 19 Graduation 22 Students Last Day/End Fourth Quarter K-12 - 11:30 a.m. dismissal Last Teacher Work Day

Grade	Days	Days	Days	Days	Days
1	43.0	43.0	43.0	43.0	43.0
2	42.5	42.5	42.5	42.5	42.5
3	45.5	45.5	45.5	45.5	45.5
4	41.5	41.5	41.5	41.5	41.5
	87.0	87.0	86.5	86.5	86.5

172.5 Student Days, Grades K-4
172.5 Student Days, Grades 5-6
172.0 Student Days, Grades 7-8
172.0 Student Days, Grades 9-12

188/192 Veteran/New Teacher Contract Days

Published by:
Director of Human Resources
Norfolk Public Schools
512 Philip - PO Box 139
Norfolk, Nebraska 68701-0139
402-644-2500



Appendix B

Norfolk Public Schools
Classified Employee Exception Sheet

CO USE ONLY	
Posted	<input style="width: 100px;" type="text"/>

**PAYROLL EXCEPTIONS
MISSING PUNCH FORM**

Employee Name Building

Date	Missing Time	a.m.	p.m.

Employee's Signature Date

Supervisor's Signature Date

(Original to Payroll Office. If you want copies you need to make them.)



Appendix C

Norfolk Public Schools - Certified/Classified Acknowledgement Form

Norfolk Public Schools' District Website: <http://www.norfolkpublicschools.org/>

NPS Certified/Classified Handbooks

I am aware that the *Certified Staff Handbook* and the *Classified Staff Handbook* are on the district website, and I have (or will) read the appropriate handbook for my assignment. I also understand that a print copy is available in each school's office area.

Acceptable Use of Computers and Networks

The "Acceptable Use of Internet and Other Electronic Resources Policy" is on the district website. In order to make sure that all members of the NPS community understand and agree to the rules of conduct for the use of e-mail and Internet systems of the school district, the NPS District asks that you, as an administrator, faculty member, or staff member, sign the following statement: I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by NPS, and I understand and will abide by those district guidelines and conditions for the use of the facilities of NPS and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken. I agree not to hold NPS, any of its employees, or any institution providing network access to NPS responsible for the performance of the system or the content of any material accessed through it.

Drug-Free School and Workplace Policy

The "Drug-Free School and Workplace Policy" is on the district website. I have (or will) read it. I also understand that a print copy is available in each administrator's office and the Media Center. I have received a copy of and understand district policies declaring it is illegal, and therefore, absolutely prohibited for any employee of the district to:

- 1) Engage in the unlawful manufacture, possession, use, or distribution of illicit drugs;
- 2) Possess, use, or distribute alcohol on school premises;
- 3) Be under the influence of illicit drugs and/or alcohol while directly supervising student activities off school property, or as a part of any of the schools' activities held on school property.

By signing this form I acknowledge that I understand that it is unlawful, and therefore, an absolute prohibition of the district for any employee of the district to engage in any of the activities listed in the NPS Drug-Free Workplace Policy, and/or as defined by the board policy or administrative directive. I understand that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the district.

Bloodborne Pathogens

Bloodborne Pathogens information is available on the district's website. I have (or will) read it. I know that if I have questions I should see the School Nurse.

Attack on Asthma – Asthma and Anaphylaxis: A Primer for Schools

The Attack on Asthma information is available on the district's website. I have (or will) read it. I know that if I have questions I should see the School Nurse.

Name (Please Print): _____

Signature: _____

School(s): _____

Date: ____/____/____



Norfolk Public Schools
Classified Employee Handbook Receipt Page

**RECEIPT OF THE 2023-2024 CLASSIFIED HANDBOOK
OF NORFOLK PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2021-2022 Classified Employee Handbook for Norfolk Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:

Employee Signature:

Please return the signed document to:

Director of Human Resources
Norfolk Public Schools
512 Philip Avenue
Norfolk, NE 68701

Cc: Building Principal



2023-2024

***Substitute Teacher
Handbook***

Published by:
Norfolk Public Schools
Office of Human Resources and School Accreditation
512 Philip - P.O. Box 139
Norfolk, Nebraska 68702-0139
Phone: 402-644-2500

Introduction

A substitute teacher is an extremely valuable and critical resource to our schools and the job can often be challenging; even under the most favorable conditions. As a substitute teacher in the Norfolk Public Schools system, you are a very important person and we greatly appreciate your commitment to our students and staff.

Whether your stay in our buildings is only for a day (or continues over an extended period of time) we expect your best and we want you to feel supported in your role. Each time you enter one of our classrooms to teach, you are responsible for our most valuable commodity: our children. Your service to our district is very important and we are confident that you will provide a positive learning experience for all students.

This handbook is intended to be a resource for you so that you can find answers to some frequently asked questions, become aware of some standardized expectations and procedures across buildings, and gain a deeper understanding of district operations. The handbook deals with items that should assist you in having a successful year working for our school district.

On behalf of the Norfolk Public Schools Board of Education and our entire staff, I would like to extend a very cordial welcome to you, our substitute teacher! Thank you again for being an important part of our team and we hope that you will enjoy working with us.

Sincerely,

Angie L. Baumann

Director of Human Resources and Accreditation

Notice of Nondiscrimination

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, 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 nondiscrimination policies:

Students: Erik Wilson, Director of Student Services: 512 Philip Avenue, Norfolk, NE 68701, (402) 644-2500.

Employees and Others: Angie L. Baumann, Director of Human Resources and Accreditation; 512 Philip Avenue, Norfolk, NE 68701, (402) 644-2500.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR (816) 268--550 (voice), FAX (816) 268-0599, (800) 877-8339 (telecom. device for the deaf), or ocr.kansascity@ed.gov.

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Norfolk Public Schools
2023-2024
Substitute Handbook
FOREWORD

Section 1 Intent of Handbook

Welcome to Norfolk Public Schools! This handbook is intended to be used by substitute employees to provide general information about the district and to serve as a guide to the district's policies, rules, and regulations, benefits of employment, and performance expectations.

Each substitute is responsible for understanding the contents of this handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise.

In reading this handbook, please understand that where a direct conflict exists; state or federal law, the Negotiated Agreement, and NPS Board of Education policies and regulations adopted after this handbook, will be referenced for decision making.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the district.

This handbook will be in effect for the 2023-2024 school year and subsequent school years unless replaced by a later edition.

Section 1 Information About Norfolk Public Schools

Norfolk Public Schools serves approximately 4,300 students in pre-kindergarten through twelfth grade. All-day kindergarten is available in all seven elementary schools. Little Panthers Preschool is located at 2500 Norfolk Ave and serves our students ages 3 and 4. Lincoln Elementary also offers a K-4 Montessori Program. For the upper grades, Norfolk Middle School serves grades 5-6, Norfolk Junior High serves grades 7-8, and Norfolk Senior High serves grades 9-12. In addition, Alternatives for Success (AFS) is a specialized program that provides an alternative, flexible learning environment for 9th through 12th grade students. Career Academies are also in place at the high school to provide additional career exploration opportunities. Finally, our High Ability Learner (HAL) program serves intellectually gifted students and our comprehensive special education (SPED) program provides a wide variety of services for our students with special needs.

The district covers 68.8 square miles in Madison, Pierce, Stanton, and Wayne Counties. Norfolk Public Schools exceeds accreditation requirements of the Nebraska Department of Education. Norfolk Senior High School also outperforms accreditation standards set forth by the Nebraska Department of Education.

Norfolk Public Schools believes that quality education begins with a quality staff and collaborative partnerships with local businesses and community agencies. Since the first graduating class in 1889, Norfolk Public Schools, in cooperation with the community, have prepared students for the world beyond the walls of the schools.

Section 2 School Vision and Mission Statement

The mission of Norfolk Public Schools is to: *prepare all students to pursue their goals for the future.*

The Vision of Norfolk Public Schools is to be a *top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.*

Section 3 Members of the Board of Education

Name	Contact Information
Teri Bauer	teribauer@npsne.org
Cindy Booth	cindybooth@npsne.org
Brenda Carhart (Vice President)	brendacarhart@npsne.org
Jake Claussen	jakeclaussen@npsne.org
Lindsay Dixon	lindsaydixon@npsne.org
Tammy Day (Vice President)	tammyday@npsne.org
Jenna Hatfield-Waite	jennahatfield@npsne.org
Beth Shashikant	bethshashikant@npsne.org
Leann Widhalm	leannwidhalm@npsne.org
Sandy Wolfe (President)	sandywolfe@npsne.org

Section 4 Administrative Staff

Name	Position
Dr. Jami Jo Thompson	Superintendent of Schools
Dr. William Robinson	Associate Superintendent of Business Services
Angie Baumann	Director of Human Resources /School Accreditation
Beth Nelson	Director of Teaching and Learning

Mary Luhr	Director of Student Programs / Special Education
Erik Wilson	Director of Student Services and School Safety
Derek Ippensen Jason Settles	Principal: Norfolk Senior High School/Alternatives for Success
John Erwin	Activities Director: Norfolk Senior High School
Paige Hastings	Assistant Principal: Norfolk Senior High School
Jason Settles —Blake Wockenfuss	Assistant Principal: Norfolk Senior High School
David Nelson	Dean of Students: Norfolk Senior High School
Jennifer Robinson	Principal: Norfolk Junior High School
Beau Viergutz	Assistant Principal, Norfolk Junior High School
Amber Lenton	Dean of Students / Assistant Activities Director: Norfolk Junior High School
Chuck Hughes	Principal: Norfolk Middle School
Tyler Beranek	Assistant Principal: Norfolk Middle School
Trisha Andreasen	Principal: Bel Air Elementary School
Amy Brown	Principal: Grant Elementary School
Jamie London	Principal: Jefferson Elementary School
Angie Hausmann	Principal: Lincoln Montessori Elementary School
Melissa Jantz	Principal: Little Panthers Preschool
Ryan Specht	Principal: Washington Elementary
Tracy Lichty	Principal: Westside Elementary
Bruce Strong	Principal: Woodland Park Elementary

Certification Requirements

Substitute teachers in the Norfolk Public Schools must have a current Nebraska Teaching, Substitute, or Local Substitute Certificate. All certificates are issued by:

Nebraska Department of Education
Office of Certification
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
Phone: (402) 471-0739
<http://www.education.ne.gov/TCERT/>

IMPORTANT CERTIFICATION INFORMATION

Effective February 1st, 2012, all teaching certificates currently in force will expire August 31st of the year indicated. Therefore, certificate expiration dates on active certificates will be changed in the Teacher Certification system as follows: those expiring **January 1st to August 30th** will change to August 31st of the same year; and those with an expiration date of **September 1st to December 31st** will move back to August 31st of that same year. Replacement certificates will not be mailed and do not need to be registered again.

You can view your revised teaching certificate at www.education.ne.gov/TCERT. Under searches: select Current Certificates & HR Training Lookup.

Nebraska Teaching/Substitute Certificates:

- ✓ Initial/Standard/Professional – The holder of an Initial, Standard, or Professional Nebraska Teaching Certificate is eligible to substitute an unlimited number of days in all school districts in Nebraska.
- ✓ Substitute – The holder of a Substitute Nebraska Teaching Certificate is eligible to substitute an unlimited number of days in all school districts in the state.
- ✓ Local Substitute – The holder of a Local Substitute Teaching Certificate may substitute for the Norfolk Public Schools in all grades, subjects, fields, and areas of specialization on an intermittent basis up to 90 days per school year. *(It is the local substitute teacher's responsibility to keep track of the number of days worked.)* To obtain a Local Substitute Certificate an applicant must complete sixty (60) hours of college credit (*official transcripts required*); get pre-approval from the Norfolk Public Schools' Director of Human Resources; and meet all guidelines established by the State Department of Education. A Local Substitute Teaching Certificate is valid for three (3) years.
- ✗ ~~Wayne State College Student Teachers and Professional Development Students (PDS) — WSC student teachers may serve as substitutes following the guidelines outlined by Wayne State College and the Nebraska Department of Education. — PDS students may serve as local substitutes during their first semester in the district, and during the second (student teaching) semester. PDS students may serve as substitutes following the Wayne State College guidelines.~~

Certificate Renewal:

- √ Initial/Standard/Professional – Please follow the established procedures outlined on the Nebraska Department of Education website.
- √ Substitute – To renew this certificate, the Nebraska Office of Certification requires you substitute a minimum of fifty days in the preceding five years (*the Office of Certification now keeps a record of this information so they can confirm that you qualify*) or an official transcript with three hours of pre-approved college credit. Please follow renewal procedures outlined on the Nebraska Department of Education website. Proof you have taken the Human Relations Training is also required for this certificate.
- √ Local Substitute – Please follow procedures outlined on the Nebraska Department of Education website.

Newly Retired Teachers



Teachers who retired at the end of the last school year must be careful not to jeopardize their retirement. The following is a quote from **LB 147**:

“A member shall not be deemed to have terminated employment if the member subsequently provides service to any employer participating in the retirement system provided for in the School Employees Retirement Act within one hundred eighty days after ceasing employment unless such service is:

Bona fide unpaid voluntary service or substitute service, provided on an intermittent basis. For purposes of this subdivision, (A) intermittent basis means service provided on a day-to-day basis that is not greater than eight days of service during a calendar month and (B) day of service means any length of substitute service or unpaid voluntary service provided during a single calendar day;”



It is the responsibility of newly-retired teachers to protect their retirement benefits.

The following guidelines are established to not jeopardize retirement funds:

- 1) You cannot work on a regular basis for the school district for 180 days following your last day of employment with the district.
- 2) You cannot show a “pattern” of substituting.
- 3) You can substitute in an emergency situation only with administrative approval.
- 4) You cannot be a long-term substitute until the 180-day rule is met. (*We estimate the 180-day rule will end by the start of second semester, depending on actual retirement date.*)

Application Procedure



New/Returning Substitutes – Any person who wishes to substitute for the Norfolk Public Schools should complete/update the online application available through the district website at <http://www.norfolkpublicschools.org/>. Click on “Employment,” and “Substitute Teacher for (School Year)” to access the application. Please call Human Resources at (402) 644-2500 if you need more information. You must reapply each year.

It is **your responsibility** to maintain a current Nebraska teaching certificate and to be sure that your certificate is on file with the Human Resources Office. The Human Resources Office must register and photocopy the teaching certificate issued by the Nebraska Department of Education.

A substitute can be added to the district “Substitute Teacher List” **and begin working** only when the following checklist has been fully completed:

- √ An online “Substitute Teacher Application” and all other requested information has been submitted on the NPS district website for the current school year
- √ A current Nebraska Teaching Certificate has been registered/copied by the Human Resources Office
- √ W-4 has been completed.
- √ I-9 (*with two approved forms of identification*) has been completed.
- √ Direct deposit form (*with account information attached*) completed.
- √ Annuity form (*optional*) completed.

- ✓ Completed the NPS substitute teacher workshop or viewed the substitute teacher presentation (*call Human Resources at (402) 644-2500 to schedule an appointment*).
- ✓ Substitute has met with payroll office or Human Resources staff to complete paperwork.
- ✓ A photo ID has been processed.

Substitute Address/Status Change

Substitute teachers are responsible for notifying the **Human Resources** Office (402) 644-2500 of any **permanent** changes in their availability, phone number, etc., and we will update changes in our sub management system.

Substitute Daily Rate Pay

		Teaching Certificate		
Assignment	Duration	Retired NPS Teacher	Initial/Standard/Professional/ Substitute Rate	Local Substitute* Rate
Short Term	Daily	\$161/day	\$151/day	\$131/day
Long Term	Day 21**	\$210/day – Days 1–20 are retroactive to the long term daily rate**	\$205/day – 1/188 th of base pay and days 1–20 are retroactive to the base salary**	Not available
Long Term – Half (.5) Time	Day 21**	\$105/day – Days 1–20 are retroactive to the long term daily rate**	\$102.50/day – One-half 1/188 th of base pay and days 1–20 are retroactive to one-half the base salary**	Not available
Bonus	20 Days	\$150 awarded for 20 days worked per semester. Does not include those who qualify for the long term teacher sub pay.		

**Limited to 90 days in a school year*

***Days must be consecutive in the same teaching assignment*

Substitutes are paid on (*or before*) the 18th of the month by direct deposit based on the schedule below:

2023 – 2024 Payroll Cut-Off Dates

Monthly Pay Periods	Pay Date
July 16 – August 19, 2023**	September 18, 2023
August 20 – September 16, 2023	October 18, 2023
September 17 – October 14, 2023	November 17, 2023
October 15 – November 18, 2023**	December 18, 2023
November 19 – December 16, 2023	January 18, 2024
December 17 – January 20, 2024**	February 16, 2024
January 21 – February 17, 2024	March 18, 2024
February 18 – March 16, 2024	April 18, 2024
March 17 – April 13, 2024	May 17, 2024
April 14 – May 18, 2024**	June 18, 2024
May 19 – June 15, 2024	July 18, 2024
June 16 – July 13, 2024	August 16, 2024
July 14– August 17, 2024**	September 18, 2024

***Indicates a five-week pay period*

You will receive a pay stub by mail indicating the amount deposited in your designated account(s). In accordance with the federal and state statutes and rules of the Board of Education, deductions are made from the substitute teachers' salaries for social security and income tax, but no deductions are made for retirement. Temporary substitute teachers, by



state regulations, are not classified as regular teachers and thus have no pension or tenure rights.

Annuity Option: Substitute teachers are eligible to designate a portion of their salary to an annuity with a company from an approved list provided by the Business Office. Appropriate forms and signatures will be required before funds will be deposited into an annuity. (**Note:** A deposit will not be made to an annuity if the substitute's pay for that month does not equal or exceed the designated amount.)



Substitutes should keep track of the dates, locations, and times they substitute and verify this information on their pay stub when it arrives. (*Again, Local Substitutes are to monitor their 90 day limit.*) To prevent delay in receiving your pay stub, address changes must be sent to the **Human Resources Office** as soon as possible. If you have any questions regarding your pay please call (402) 644-2500 and ask for "payroll."

Long-Term Substitutes

We are required under the **Every Student Succeeds Act** (ESSA) to notify all parents if we have a substitute teacher for four weeks or more. The letter should be sent by the principal as soon as he/she realizes the substitute will be teaching four weeks or more. Substitute teachers with an Initial, Standard, Professional, or Substitute Teaching Certificate are eligible for long-term substitute positions.

- 1) Definition of Long-Term Substitute: A substitute who remains in the same teaching assignment for twenty-one or more consecutive days.
- 2) Long-Term Substitute Pay: On day twenty-one, the daily rate moves to the teacher's salary schedule – **Step I, Column A** – and substitutes are paid the balance of this amount retroactively for the first 20 days.
- 3) Long-Term Half-Day Substitute: The same process is followed for a long-term half-day (.5) substitute, however, the salary is adjusted accordingly.
- 4) Long-Term Substitute Sick Leave or Bereavement Leave: Any substitute teacher who is teaching a long-term assignment is entitled to one (1) paid sick or bereavement day. The substitute teacher must have taught at least ten (10) consecutive days before the sick or bereavement day can be used. If the substitute teacher uses the one sick or bereavement day any time after teaching at least ten (10) consecutive days their time will NOT be counted as being interrupted. However, if a substitute uses sick or bereavement time for more than one workday during a long-term teaching assignment the following will occur:
 - a) The second sick or bereavement day will be without pay with salary remaining the same (*no interruption*);
 - b) The third sick or bereavement day will be without pay and the substitute will revert back to the daily rate and needs to once again start accumulating consecutive days.
- 5) Sick Leave for long-term half-day substitutes will be pro-rated.

Local Substitutes: Long-term substituting is not allowed.

Substitutes and Building Assignments



Our online sub procurement system Absence Management (Aesop) is used to contact substitutes for the Norfolk Public Schools. The web address to access the system is: <https://www.aesoponline.com/>

All substitute teachers should receive account and log in information for access to this system at the time payroll paperwork is completed.

As a general rule, when substitutes are needed due to illness or family emergencies, they are contacted beginning after 6:00 a.m. The building principal should secure long-term substitute teacher assignments in consultation with the Human Resources Office.

As a safety measure, all substitute teachers are required to have a **photo ID** and it is to be worn whenever you are in a school building. ~~Those substitutes working at Norfolk Senior High will~~

~~also be given a parking pass, available in the Senior High office the first time you substitute at that building. The pass will be distributed by office staff upon arrival.~~

The regular teacher schedule and typical substitute teacher schedule:

Level	Check-In Time	Check-Out Time	Students in Session
Elementary (Grades K-4)	7:45 a.m.	3:45 p.m.	8:05-3:15
Middle School (Grades 5-6)	7:45 a.m.	3:45 p.m.	8:00-3:20
Junior High* (Grades 7-8)	7:45 a.m.	3:45 p.m.	8:00-3:25
Senior High (Grades 9-12)	7:45 a.m.	3:45 p.m.	8:00-3:25

**Please Note: The east office doors at the Junior High are the only doors unlocked during the school day.*

The typical workday is eight hours. If the school you are substituting in needs you earlier, the time can be adjusted. For example, if the Senior High asks you to be there 15 minutes early, your workday is completed 15 minutes early.

There are two categories which constitute a “half-day”:

- 1) Typically, a half-day is from 7:45 a.m. to 12:00 p.m. or 12:00 p.m. to 3:45 p.m.
- 2) A second type of half-day is four hours that may span both morning and afternoon – for example, 11:00 a.m. to 3:00 p.m.

* Please understand that the specific job assignment may not be exactly four hours. It could be slightly more or less depending on individual school circumstances.

Substitutes who are on the teacher’s “preferred sub” list will generally be contacted first. For the sake of accurate record keeping and to ensure proper credit for substitute time, please do not accept a teaching assignment from a staff member without contacting (and receiving confirmation from) the attendance secretary. An attempt is made to give all substitutes an opportunity to work as often as possible; however, teacher and principal requests for specific substitutes are honored.

School Dress

Substitutes shall dress appropriately, presenting a neat, clean, professional appearance conducive to the learning environment of the students. As a general guideline, appropriate, professional attire is to dress “Business Casual.” The general guidelines for “Business Casual” are: dress pants or khakis, a reasonable length dress or skirt, or dressy capris combined with a dress shirt, polo or sweater; dress shoes/sandals. Fridays will be designated as Spirit Days across the district and subs are encouraged to show their school spirit by wearing a Panther Polo on those days. Neat, clean jeans may be allowed by your building principal on Spirit Days if they are accompanied by a Panther Polo.

The Substitute and the Principal

Unless you are notified of an assignment later in the morning, you are expected to arrive at your assigned school on time. Go directly to the main office for any special instructions or revised assignments. Review the lesson plans with the building administrator (*or his/her designee*) if possible to clarify assignment information. Check with the attendance secretary (or building administrator) in regard to extra duty assignments (i.e. detention duty, hall duty, study hall duty, playground duty, lunch duty, etc.). Check the teacher’s mailbox as needed for additional materials or information. Take anything from the mailbox pertinent to your teaching day, but leave personal or United States mail in the mailbox. Inquire where your teaching assignment is located and go to that area immediately to familiarize yourself with the schedule and room layout. If you have not received lesson plans from the teacher or as an attachment in the Absence Management (Aesop) program, immediately contact the attendance secretary or a building administrator. If no plans are located, please inform the building principal (*or his/her designee*) immediately.



The substitute teacher should also be introduced to a staff member who may be of assistance if the principal is not available for consultation.

Responsibilities of the Regular Teacher

Even though they may never meet, the substitute and the regular teacher have a responsibility to each other to provide for a productive day of learning. The regular teacher is responsible for the attitude that his/her pupils display toward the substitute teacher. That attitude should be one of helpfulness and courtesy as would be accorded any invited guest of the school.

Hopefully, most or all information needed to carry on the regular classroom lessons will be available to you when you arrive at your teaching assignment. If adequate lesson plans or specific teacher instructions are located, please follow those plans as closely as possible. Additionally, there are other things you should have to make your assignment as productive as possible. It is expected that the teacher will provide current seating charts with student pictures, notification of special schedules (assembly, field day, etc.) identify special student needs (hard of hearing, visually impaired, etc.) and a list of student and staff helpers and their assignments. You should also be provided recess schedules, bell schedules, bus schedules, special seating for assemblies, safety information, and instructions to follow in case of a student accident or illness.



Responsibilities of the Substitute Teacher

Unless otherwise directed, the substitute teacher should perform all the work of the teacher who is absent including playground, hall and lunch duties, and other similar school-related tasks such as grading papers.

The substitute teacher will be responsible for taking attendance. The substitute teacher should follow the plans and assignments of the regular teacher unless the principal or assisting teacher gives permission to do otherwise after a consultation on the subject.



A dignified, businesslike, sensitive, warm, and respectful attitude toward students usually merits the respect a teacher deserves. If there are students who become major discipline problems and/or disrupt the teaching atmosphere to the extent you cannot carry on your duties, know the specific building procedures to use in contacting administration to have the student removed from the class. In all normal teaching situations, the substitute is expected to handle routine discipline problems and any other normal behavior exhibited by students.

These policies are general, but very important, and they pertain to all Norfolk Public School buildings. Individual schools may also have more specific and detailed policies.

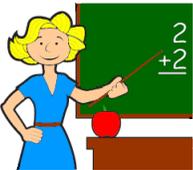
- ✓ Substitute teachers are **NOT** to use teacher computers for personal reasons; the computers are for official school business only. Accessing personal/home e-mail accounts on school computers is classified as unauthorized use and could result in revocation of your Norfolk Public Schools' substituting privileges.
- ✓ Substitutes are **NOT** to use personal cell phones (*or any other personal communication devices*) while supervising students. However, these devices may be used while on lunch break, etc.
- ✓ Classroom materials and supplies should be used with discretion, properly cared for during the day, and left in an orderly fashion at the end of the day.
- ✓ All money collected in the classroom for any reason should be removed from the classroom as soon as possible and turned in to the principal's office in accordance with specific building procedures.
- ✓ If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the principal's office and immediately alert the office. Under no circumstances should a child be released from your care without proper approval.
- ✓ In the event of major discipline problems, contact administration immediately. At no time are you to administer corporal punishment. Do not put your hands on students or physically force them to do anything.
- ✓ Students are never to be released from the school building without written permission from the school principal's office.
- ✓ Students are not to be kept after school by a substitute without the principal's approval.
- ✓ All cases of accidents or illnesses are to be reported immediately to the school office.

- ✓ Information concerning students, such as health information, etc., which may be confidential in nature should be kept confidential by the substitute. Additionally, this information should not be left out where others can view it. Confidential student information should remain in the sub folder after you use it as intended by the teacher.
- ✓ The substitute is responsible for learning the instructions for all emergency procedures in each building where he/she is teaching and they should be trained in the district's **Standard Response Protocol or SRP**. This SRP information is located on the school website under the "Safety and Security" tab. A copy of the district SRP is also located in the appendix at the end of this document.
- ✓ At no time are substitute teachers to dispense medication to students. If a substitute has playground/recess duty, they should know which playground/recess person has medical supplies.
- ✓ When you leave the classroom at the end of the day, please see that it is in an orderly fashion, the windows are closed and locked, and that the room is locked. When you have completed your work for the day, check out with the school secretary. Document information regarding the day (discipline issues, student questions, etc.) and submit the information to the building principal or his/ her designee. You should make a brief written summary of each class session. This would include any problems encountered, areas of study not adequately covered, assignments made, etc. Basically, a general evaluation of what happened during the instructional period. The written summary should be turned in to the building administrator at the end of the day. If a substitute works only one or two days, there should be a daily summary. If a substitute serves several consecutive days this summary should be made at the end of the substitute's service. (A "Substitute Summary" is included in the back of this handbook.)



The Substitute Teacher and the Students

The students are expected to share the responsibility of making the day's work effective despite the absence of the regular teacher. A substitute teacher should expect the full cooperation of all students in the room and should help ensure such cooperation by planning to make the day worthwhile and productive.



A strong teacher takes time to start the day right. They are proactive in their preparation and alert to see that the class is in order and that all materials are ready. Be aware that the confidence of the pupils may be won or lost in the first ten minutes. By using an updated seating chart (complete with student pictures), the substitute may soon learn the students' names. To help with introductions and clarity of information, the substitute's name should be prominently displayed and pronounced for the students. If you have a question about a student's name (pronunciation, etc.), please ask the student to privately clarify the name (if possible) before publicly announcing the information.

It is wise for the substitute to avoid talking too much and waste time. Remain on task and focus on the objectives and learning targets of the lesson at all times. Brief directions given with animation will save time and prevent disorder. No teacher should use threats to obtain the desired reaction from students. A teacher's skill lies in their ability to engage the pupils' interest and willingness to cooperate without using undue pressure. Consult the substitute folder for the names of reliable students who can be a source of help and information during the day.

Educational consultant, Robert Defruyn, has identified seven ways a teacher can be more influential and have a more effective impact on their students. This information can be applied to substitute teaching as well. The behavior styles we operate from are "Child, Parent, and Adult." The "Adult" role serves (*substitute*) teachers best. As a (*substitute*) teacher apply these steps whenever possible when you are working with students. Be mindful of the "Adult" role when working with students. Seven steps to assist success with students are as follows:

- 1) Use action to establish support rather than power. Power builds walls and support tears them down. The goal must be to know students as individuals – to let them know we understand the challenges and problems they face and respect them as individuals.

- 2) Relax! You will have a hard time developing positive relationships with students if you are uptight or appear so busy that you couldn't possibly have an interest in them. You will build effective relationships with students if you are easy to talk to, are ready to listen, and appear to be in their corner. The goal is to remove the achievement blocks and smooth the way for student success – not to make it more difficult.
- 3) Always tell students precisely what you expect. In every classroom, the (*substitute*) teacher establishes the rules. If you want to build effective relationships with students, these rules must be known to students and be consistently and fairly enforced. To be fair, you must also be flexible. Things are not always “black and white” and “fair doesn't always mean equal”. Know your “hot buttons” and emotional triggers.
- 4) Be polite, friendly, and genuine. You will not build effective student relationships with manipulation. Young people can spot phony behavior quickly and easily. They mimic it. They poke fun at it. They dislike it. When you are dealing with resistance, remain positive and polite.
- 5) Don't make students always come to you. Go to the students. Meet them where they are. Follow this practice in and out of school. If students falter in class, be the positive initiator. If you see them in the hall or in the supermarket, go out of your way to acknowledge them and visit with them. The more you learn about them and what they do outside of the classroom, the more you will establish credibility and trust.
- 6) Always act as if you are pleased to see students. Whenever you encounter them, smile and greet them warmly, immediately. And never, under any circumstances, indicate that you don't have time to see them.
- 7) Look for both the joy and pain in students. When students are experiencing success, be the first to help them enjoy and celebrate. On the other side, if they are experiencing pain, be there for them. Anytime you show them you care; you are building stronger relationships.



Supervision / Management of Students

Proper supervision of students is an important responsibility for all staff. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

Proper Supervision

Report to all duty assignments on time.

Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

Be vigilant while supervising students. **Never leave students unattended;** the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students, except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.

Be careful with your language. Profanity or abusive language should not be used by you.

Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students

Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

When you go over safety rules with students, document this training.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, intercom, e-mail, cell phone or other means as applicable) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so that additional warnings may be given if needed and actions can be initiated to fix the issue.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- a report or a suspicion of an abusive or neglectful situation involving the student
- presence of an intruder (a non-student or staff member who refuses to go to the office)

*Violations of student rules which are also violations of state law are required to be reported to law enforcement. Immediately make a report of such conduct to the principal so this law may be followed.

Student Searches

Substitutes may not search students. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present (remember to maintain “eyes on” vigilance with the student as this happens), or to follow you to the office if you can leave your assigned area without causing risk of harm to others or leave other students unsupervised. Contact building administration as soon as possible if you believe that a student has a dangerous item, etc. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP, 504, behavioral, and other plans as applicable for the students for whom you are responsible. Be attentive and respond to “bullying” behaviors immediately. Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties. Student information is not public information.

Student Discipline:

Student discipline is everyone's responsibility. It begins with each student being responsible for his/her own behavior and understanding the consequences it may cause. Each substitute is responsible for understanding and supporting classroom expectations and consistently implementing these expectations.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. Students will be made aware of classroom / building expectations. These expectations should be communicated in writing from the regular teacher.
2. Document student behavior as needed. This can be done on paper or in a digital format.
3. Be attentive and respond to “bullying” immediately.
4. If a student continues to cause problems after you have tried to utilize normal classroom management techniques such as proximity control, redirection, offering choices, etc. please send the student to the office or request additional administrative or staff support to assist with the situation. Be sure to state the problem clearly and expectations in terms of assistance. At times, the student’s and adult’s stories may be different. Be prepared to provide documentation. Refer students with significant behavioral problems (such as physical or verbal aggression, threats, property damage, etc.) to the building administration as soon as possible.
4. Talk with other staff members about the behavior management techniques they use to establish positive relationships with students. A large repertoire of behavior management techniques is encouraged.
5. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. **Corporal punishment is prohibited in the District and is not to be used.** Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
6. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the teacher/sponsor or building Principal so this law may be followed.

The following information is from a philosophy called “Teaching with Love and Logic” developed by Charles and Jim Fay.

Helping students solve their own problems:

- 1) Provide empathy and listen
- 2) Ask, “What do you think you are going to do?”
- 3) If they shrug their shoulders, ask “Would you like to hear what some other kids try?”
- 4) Give them two or three possible choices or solutions. After each, ask, “How will that work for you?”
- 5) Allow them to learn from the happy or sad consequences of their choices.



Discipline Considerations

- 1) Good teachers offer students lots of small choices that will not cause a problem for anyone. The more students feel they can make a choice, the more cooperative they become.
 - √ For each choice, give two options – make sure you like both options.
 - √ Give choices before there is resistance – not after.
- 2) Traditional techniques like lectures, punishments, and rewards many times make the problems worse.
- 3) The fastest way to erode your authority in the classroom is by telling a potentially resistant student what to do. Example:
 - Teacher – “Get to work.”
 - Student – “You can’t make me.”It took the student, and a few seconds for the teacher, to lose whatever power he/she might have had and the relationship immediately deteriorates.

Dispensing Medication to Students (Policy No. 6910)

Substitutes are not permitted to give any medication to students unless they are trained under the Medication Aid Act (Neb. Rev. Stat. §71–6718 to 71–6743). To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse’s office – with the exception of students who have a diabetes self-management or asthma self-management plan.

Medical procedures are not to be administered in the classroom except in accordance with the district’s Safety and Security Management Plan and the district’s emergency protocols (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: **student’s name, name of medication, dosage needed, and time of dispensing the medication.**

Reporting Child Abuse (Policy No. 5402)

Nebraska State Law and school policy mandates school officials to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- A. Placed in a situation that endangers his or her life or physical or mental health;
- B. Cruelly confined or cruelly punished;
- C. Deprived of necessary food, clothing, shelter, or care;
- D. Left unattended in a motor vehicle if such minor child is six years of age or younger;
- E. Sexually abused; or
- F. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Substitutes are to promptly inform building administrators or office staff about child abuse allegations or suspicions. Administrative staff may sometimes choose to make the report for an employee. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

This requirement shall apply to all school employees, including substitutes, coaches and volunteers participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will assist you as needed.

Legal Aspects of Substituting

- ✓ Supervision of Students: The substitute has a duty to keep children safe and orderly. The standard is the reasonable use of professional judgment for the safety and orderly education of students.
- ✓ Due Care and Caution: A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, and following school safety policies and procedures.
- ✓ Release of Children: Children should not be allowed to leave the building during the school day without express consent from the office.
- ✓ Administering Medication: Medication should only be administered by the school nurse or other appropriate health personnel.
- ✓ Confidentiality: It is unprofessional and against the law to disclose confidential information about your students. Avoid comments about individual students that convey private information, i.e., grades, medical condition, learning or discipline problems, etc. Please remember that confidentiality about students remains in place even after a substitute leaves the classroom. Do not discuss student issues or disclose confidential student information in public.
- ✓ Anecdotal Records: Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that a classroom occurrence might be questioned, note the date and time, the individuals involved, the choices for action considered, and the actions taken.
- ✓ Discipline Policies: The school district's policy is NO CORPORAL PUNISHMENT. When sending a student to the principal due to discipline matters, the substitute teacher maintains the duties of supervision and due care of both the individual child and the remainder of the class. Send a child to bring someone from the office to intervene, or have another teacher watch your class.
- ✓ Dangerous Situations: A substitute teacher is responsible for making sure the learning environment is safe, such as the arrangement of desks so as not to block exits, and proper supervision is in place during the use of potentially dangerous classroom



equipment. Planned activities in a physical education, science, shop, or home economics class may be uncomfortable for the substitute teacher. In such cases, the substitute teacher may choose to do an alternative activity which they feel they can conduct safely. Notify the principal in advance if lesson plans are changed.

School Based Vocabulary Terms:

To communicate better and more precisely, educators have developed names for school programs and processes. Listed below are some terms you might find to be helpful.

- √ Alternatives for Success (AFS): This is the high school alternative program located across the street west of the high school.
- √ ESSA – Every Student Succeeds Act: This is the nation's main education law for all public schools. The law holds schools accountable for how students learn and achieve. ESSA aims to provide an equal opportunity for students who get special education services
- √ IEP: Individualized Education Plan: This is a written document that is developed for each public school child who is eligible for special education.
- √ SAT: Student Assistance Team: is a school-based group of people whose purpose is to provide additional Tier II support to students who are experiencing difficulties that are preventing them from benefiting from general education, because they are either performing below or above expectations.
- √ MTSS: Multi- Tiered Systems of Support: This is a comprehensive school wide framework used to provide targeted support for all learners.
- √ Wonders: A language arts program for students in grades K–5.
- √ Envisions: A math program for students in grades 3–8.
- √ Journaling: The actual writing of ideas, thoughts, etc., by students. Typically these are personal writings intended, 1) to provide additional writing opportunity, 2) to allow students to organize their thoughts and ideas, and 3) to provide reflection time.
- √ Literature Circles: A guided reading strategy in which the teacher works with a small group of students who have like reading skills.
- √ Proficiency Scales: These scales measure a student's current understanding of various content or topics in subjects like reading, math, or science. It communicates smaller, more specific skills and abilities the student must demonstrate to accomplish the learning target.
- √ Learning Targets: These are concrete goals written in student-friendly language that clearly describe what students will learn and be able to do by the end of a class, unit, project, or even a course.
- √ Manipulatives: Actual items (*beads, blocks, beans, etc.*) that assist students in seeing various mathematics proportions.
- √ MAP (Measures of Academic Progress) – A standardized, norm-referenced test of Reading, Language Usage, and Mathematics.
- √ Multicultural Program: The process of infusing information about, and respect for, other cultures that have contributed to the growth of the United States. Norfolk's multicultural program focuses on Native Americans, Hispanic Americans, African Americans, Asian Americans, and European Americans.
- √ NSCAS: The **Nebraska Student-Centered Assessment System** (NSCAS), pronounced “en-skass,” is a statewide assessment system that embodies Nebraska's holistic view of students and helps them prepare for success in postsecondary education, career, and civic life. It uses multiple measures throughout the year to provide educators and decision makers at all levels with the insights they need to support student learning. 
- √ Rubric: A rating scale that provides specific descriptors that guide both teacher and student through levels of performance for a task – such as writing.
- √ Six Trait Writing: Student writing is assessed in six areas. They are: Ideas and Content, Organization, Voice, Word Choice, Sentence Fluency, and Writing Conventions.
- √ Time Out/Quiet Room: A place to send a student who is disruptive. The purpose of this room (*or space*) is to allow the student to “settle down” and, when ready, return to the classroom.

- √ **Writer's Workshop:** A process of writing whereby students compose a written paper over an extended period of time. The process moves from generating ideas to rough draft to editing to final copy.
- √ **IXL** – A software based program that supplements grammar and mechanics instruction in Language Arts and math concepts.

Substitute Teachers and Their Professional Responsibilities

It is a mark of professional ethics for a substitute teacher to refrain from criticizing the work of the regular teacher or the work of the school.

Inclement Weather



In the event that Norfolk Public Schools close due to inclement weather, substitutes are not to report to work and will not be paid. If school closes during the morning, substitutes will be paid for a half-day; and if school closes during the afternoon, substitutes will be paid for a full day. School closing information is available on local media outlets as soon as the information is released.

Substitutes who are working more than ten consecutive days in the same position are to follow the same procedures for inclement weather as provided for regular teachers.

Drug-Free Schools and Work Place

Norfolk Public Schools is committed to providing an employment environment that is safe and provides a creative and productive work force. To this end, the district unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol. It is unlawful and, therefore, absolutely prohibited for any employee (*or substitute*) of the district to:

- √ Engage in the unlawful manufacture, possession, use, or distribution of illicit drugs.
- √ Possess, use, or distribute alcohol on school premises.
- √ Be under the influence of illicit drugs and/or alcohol while directly supervising students' activities off school property, or as a part of any of the schools' activities held on school property.

Inappropriate conduct outside the school environment could also be grounds for removal as a substitute teacher for the Norfolk Public Schools.

Smoke-Free/ Vaping Free Environment



- √ Tobacco smoke is linked with heart, lung and respiratory diseases. Nonsmokers are harmed by the secondhand smoke. The hazards range from immediate to long-term serious effects. Some employees already suffer from respiratory diseases, heart diseases, or allergies where they may be at risk when smoke is present.
- √ Nonsmoking is the policy in all school buildings, on all school grounds, and in all school vehicles.
- √ Vaping in all forms is also not permitted in school buildings, on school grounds, or in school vehicles.
- √ It is the intent of the Board of Education to maintain a smoke/vaping-free environment within the district. Our employees are one of our most valuable resources and we promote the health, safety, and well being of each individual.
- √ Employees, substitutes, and visitors are also expected to honor the non-smoking/vaping designation. Visitors will be asked to quit smoking/vaping or leave the school grounds.
- √ Employees/Substitutes who violate this no smoking/vaping policy will be subject to the same disciplinary actions that accompany infractions of other school rules, up to and including termination.

Weapon-Free Workplace

The district prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term “weapon” means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;
- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- E. Any bludgeon, sand club, metal knuckles, or throwing star;
- F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- H. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
- I. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- J. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

Classroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers).

Elementary Substitute Hints and Suggestions for Success

1. Know the teacher who is next door. Introduce yourself so you can call on someone to answer your questions about schedules or material for the class.
2. When students need to go to the restroom or the library, send only one student at a time. When the first one returns, a second one may go.

3. If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you can call a student by name and not just refer to them as “the student in the blue shirt.”
4. Let students know it is better to have the correct names so the wrong student doesn’t get in trouble with the permanent teacher.
5. Do not let students start any name calling or rude behavior to other students. It is much easier to stop a disagreement by talking before it gets to pushing or a fight.
6. Try to get out into the hallway between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on the students coming into the classroom. If students are aware of a teacher’s physical presence and active supervision, they are less likely to engage in inappropriate behavior.
7. Have a couple of extra pens or pencils with you for those who have “forgotten” and would rather go to their lockers and walk the halls than be in class.
8. If you do give a student a pen or pencil and you would like it back, be sure to ask the student for their lunch card, or something of value that they will be sure to remember they want back. Many students will just plain forget that it isn’t their pen.
9. Try to have the names of one or two trustworthy students who will tell you the truth and help out in the class.
10. Never let a class go early for lunch or to the next class unless the teacher or the next door teacher says it is okay. Some schools have very strict rules about the number of students in the cafeteria at a time.
11. Make your rules and expectations very clear at the beginning of the day.
12. Do not touch the blood of a bleeding child. Use a napkin, towel, or a cloth to cover the cut. Have the student put his hand on the cut until you can get to some first aid or the nurse.
13. Do not discuss the teacher’s class with other people, especially outside of school. You are a professional and shouldn’t discuss individual students or problems.
14. If you need to talk to someone about a problem, talk to the principal.
15. Be neat in your appearance.
16. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
17. Correct the students’ work for the day if possible.
18. Even though a few students can upset your plans, try to find out the names of the students who have been good or helpful and let the teacher know about them as well.
19. Most students will respect your leadership, but there may be some who will question your plans or authority. It is better not to argue. Instead say, “I know this may not be the way your regular teacher does it, but this is the plan for today.” Avoid power struggles.
20. If you are not sure how the teacher wants an assignment done, ask another teacher to develop your own plan. Be sure to leave a note for the permanent teacher explaining what you assigned.
21. Be assertive so the students don’t feel they can manipulate your decisions and authority. You can use statements such as:
 - √ I need you to start reading now.
 - √ I want everyone to pass their papers forward.
 - √ I don’t need . . .
 - √ I don’t want . . .



Secondary Substitute Hints and Suggestions

1. Know the teacher who is next door. Introduce yourself so you can call on someone to answer your questions about schedules or material for the class.
2. When students need to go to the restroom or the library, send only one student at a time. When the first one returns, a second one may go. Have students sign out when they leave and sign in when they return so you’ll always have a record of where they are and how long they’ve been gone.

3. If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you call a student by name and not just refer to them as the “student in the blue shirt.”
4. If a student doesn’t respond when you call them by name, you may suspect the students have switched seats. Let students know it is better to have the correct names so the wrong student doesn’t get in trouble with the permanent teacher.
5. Do not let students start any name calling or rude behavior to other students. It is much easier to stop a disagreement by talking before it gets to pushing or a fight.



6. Try to get in the hallway between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on the students coming into the classroom. If the students are aware of a teacher’s physical presence and active supervision, they are less likely to engage in disruptive behavior.
7. Have a couple of extra pens or pencils with you for those who have “forgotten” and would rather go to their lockers and walk the halls than be in class.
8. If you do give a student a pen or pencil and you would like it back, be sure to ask the student for an ID, driver’s license, or something of value that they will be sure to remember they want back. Many students will just plain forget that it isn’t their pen.
9. Try to have the names of one or two trustworthy students who will tell you the truth and help out in the class.
10. Never let a class go early for lunch or the next class unless the teacher or the next door teacher says it is okay. Some schools have very strict rules about the number of students in the cafeteria at a time.
11. Make your rules and expectations very clear at the beginning of the class.
12. Do not discuss the teacher’s class with other people, especially out of school. You are a professional and shouldn’t discuss individual students or problems.
13. If you need to talk to someone about a problem, talk to the principal.
14. Be neat in your appearance.
15. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
16. Correct the students’ work for the day if possible.
17. Even though a few students can upset your plans, try to find out the names of the students who have been good or helpful and let the teacher know about them also.
18. Most students will respect your leadership, but there will be some who will question your plans or authority. It is better not to argue. Instead say, “I know this may not be the way your regular teacher does it, but this is the plan for today.” Avoid power struggles.
19. If you are not sure how the teacher wants an assignment done, ask another teacher to develop your own plan. Then be sure to leave a note for the permanent teacher explaining what you assigned.
20. Be assertive, yet understanding so the students don’t feel they can manipulate your decisions and authority. You can use statements such as:
 - ✓ I need you to start reading now.
 - ✓ I want everyone to pass their papers forward.
 - ✓ I don’t need . . .
 - ✓ I don’t want . . .
21. Don’t let any student possess a knife or any other weapon. Safely confiscate the item if possible. If a student has a nail file and jabs it at another student, consider that a weapon and safely confiscate the item as soon as possible.
22. If a teacher has classroom sets that are used by the students, be sure to have them all returned before the entire class can leave. It is easier to locate one book or calculator in a class of 30 than trying to find one in the whole school. Hopefully, the calculators or books are numbered and have



been assigned to be given out in order so you know who has the missing book.

Appendices:

Appendix: 1

Norfolk Public Schools Instructional Model

The image below is our district instructional model. This graphic is in every classroom in our district and it visually demonstrates the expectations our district has for classroom instruction.

NPS INSTRUCTIONAL MODEL
STRATEGIES FOR SUCCESS

SPARK *Spark is a short, focused and intentional beginning activity that is intended to spark ideas, ignite thinking, make connections, motivate, or warm up.*
STUDENT- "AM I ENGAGED IN THE LESSON'S INSTRUCTION?" "HOW CAN I ENGAGE MY STUDENTS IN LEARNING?" -TEACHER

OBJECTIVE *The objective identifies what students will know and be able to do as a result of the instruction.*
STUDENT- "WHAT AM I GOING TO LEARN FROM THIS LESSON?" "WHAT DO I WANT THE STUDENTS TO LEARN?" -TEACHER

STUDENT-FOCUSED INSTRUCTION *Student-focused instruction includes research-based instructional strategies and reliable classroom management skills. Professional discretion determines purposeful and intentional strategies catered to student needs and addresses learning objectives.*
STUDENT- "HOW AM I INVOLVED IN THE LEARNING PROCESS?" "HOW CAN I ENSURE ALL STUDENTS ARE LEARNING?" -TEACHER

ASSESSMENT *Assessments are formative and summative activities which monitor and evaluate student learning of standards. Formative assessment provides for ongoing feedback, and summative assessment documents levels of proficiency at designated intervals.*
STUDENT- "HOW AM I DOING?" "HOW WILL I MEASURE THE STUDENTS' LEARNING?" -TEACHER

CLOSURE *Closure is a focused and intentional ending activity linked to the instructional objective(s). The learner is asked to show an understanding of or reflect on what was taught and/or what they learned.*
STUDENT- "WHAT DID I LEARN TODAY?" "DID I MEET MY OBJECTIVES?" -TEACHER

TECHNOLOGY INTEGRATION *Technology integration is the purposeful use of technology for best practices in teaching and learning. The use of technology is intentionally embedded in teaching and learning to appropriately meet the learning objectives established for each lesson.*
TEACHER- "HOW CAN I INCLUDE THE USE OF TECHNOLOGY TO ENHANCE MY STUDENTS' UNDERSTANDING OF THIS TOPIC?"

PROFESSIONAL PRACTICES *A true professional educator in the Norfolk Public Schools district reflects on his or her teaching, maintains accurate records, communicates with families, participates in a professional learning community, commits to growing and developing professionally, builds positive relationships and culture, and shows professionalism at all times.*
TEACHER- "AM I DEVELOPING AS A PROFESSIONAL EDUCATOR?"


NORFOLK
PUBLIC SCHOOLS

Appendix 2

Norfolk Public Schools: Standard Response Protocol (SRP):

Listed below is a graphic of the procedures our district employees and students use in emergency situations.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Appendix: 3

Blood-borne Pathogens and Universal Precautions Information



Hepatitis B (HBV): In the United States, approximately 300,000 people are infected with HBV annually. Of these cases, a small percentage are fatal.

"Hepatitis" means "inflammation of the liver," and, as its name implies, Hepatitis B is a virus that infects the liver. While there are several different types of hepatitis, HBV is transmitted primarily through "blood to blood" contact. HBV initially causes inflammation of the liver, but it can lead to more serious conditions such as cirrhosis and liver cancer.

There is no "cure" or specific treatment for HBV, but many people who contract the disease will develop antibodies which help them get over the infection and protect them from getting it again. It is important to note that infection with HBV will not stop someone from getting another type of hepatitis.

The hepatitis B virus is very durable, and can survive in dried blood for up to seven days. For this reason, this virus is the primary concern for custodians. Knowledge of blood-borne pathogens is an important factor for the safety of Norfolk Public School employees and its students.

Symptoms of HBV: The symptoms of HBV are very much like a mild "flu." Initially there is a sense of fatigue, possible stomach pain, loss of appetite, and even nausea. As the disease continues to develop, jaundice (*a distinct yellowing of the skin and eyes*) and a darkened urine will occur. However, people who are infected with HBV will often show no symptoms for some time. After exposure, it can take one to nine months before symptoms become noticeable. Loss of appetite and stomach pain, for example, commonly appear within 1–3 months, but can occur as soon as two weeks or as long as 6–9 months after infection

Transmission

Infected blood can enter your system through open sores, cuts, abrasions, acne, and any sort of damages or broken skin such as sunburn or blisters. Bloodborne pathogens may also be transmitted through the mucous membranes of the eyes, nose, and mouth.

Human Immunodeficiency Virus (HIV): AIDS, or Acquired Immune Deficiency Syndrome, is caused by a virus called the Human Immunodeficiency Virus or HIV. Once a person has been infected with HIV, it may be many years before AIDS actually develops. HIV attacks the body's immune system, weakening it so that it cannot fight other deadly diseases. AIDS is a fatal disease and while treatment for it is improving, there is no known cure.

Norfolk Public Schools custodians and employees who clean restrooms or assist with toileting procedures must be aware of HBV and HIV modes of transmission.

HIV is very fragile and will not survive very long outside of the human body. It is primarily of concern to employees providing first aid or medical care in situations involving fresh blood or other potentially infectious materials. It is estimated that the chances of contracting HIV in a workplace environment are only 0.4%. However, because it is such a devastating disease, all precautions must be taken to avoid exposure.

HIV infection essentially occurs in three broad stages. The first stage happens when a person is actually infected with HIV. After the initial infection, a person may show few or no signs of illness for many years. Eventually, in the second stage, an individual may begin to suffer swollen lymph glands or other lesser diseases which begin to take advantage of the body's weakened immune system. The second stage is believed to eventually lead to AIDS, the third and final stage. In this stage, the body becomes completely unable to fight off life threatening diseases and infections.

Symptoms of HIV infection can vary, but often include weakness, fever, sore throat, nausea, headaches, diarrhea, a white coating on the tongue, weight loss, and swollen lymph glands.

Modes of Transmission

HBV and HIV can be transmitted through:

- ✓ Sexual contact
- ✓ Sharing of hypodermic needles
- ✓ From mothers to their babies at or before birth
- ✓ Accidental puncture from contaminated needles, broken glass, or other sharps
- ✓ Contact between broken or damaged skin and infected body fluids
- ✓ Contact between mucous membranes and infected body fluids
- ✓ Saliva (in dental procedures)
- ✓ Any body fluid that is visibly contaminated with blood

Appendix 3: cont. Universal Precautions

Universal precautions are simple infection control measures that reduce the risk of transmission of blood-borne pathogens through exposure to blood or body fluids. Under the “universal precaution” principle, blood and body fluids from all persons should be considered as infected with HIV, regardless of the known or supposed status of a person. Infected blood can enter your system through open sores, cuts, abrasions, acne, and any sort of damages or broken skin such as sunburn or blisters. Blood-borne pathogens may also be transmitted through the mucous membranes of the eyes, nose and mouth. Some infections that can be transmitted through contact with blood and body fluids include:

- √ HIV
- √ Hepatitis A, B, C
- √ Strep Infections
- √ Pneumonia
- √ Syphilis
- √ TB
- √ Malaria
- √ Measles
- √ Chicken Pox
- √ Gastroenteritis-Salmonella and Shigella
- √ Herpes
- √ Urinary tract infections
- √ Blood infections

What do “Universal Precautions” look like to me in school?

For the most part, the use of universal precautions will consist of the use of gloves when handling blood or body secretions. Make sure that you have gloves available to you, and they should be worn when there is potential for mucous membrane, hand, or skin contact with blood, body fluids containing visible blood, other body fluids, other potentially infectious material, or items and surfaces contaminated with these materials. Gloves should be worn any time a provider (that’s you):

- √ Has an open lesion on the hands;
- √ Handles contaminated disposable items such as tissues, diapers, clothing;
- √ Has any hand contact with blood or body fluids;
- √ Especially when providing clean up of body fluid spills such as vomit, blood, feces, urine, when rendering first aid and diapering assistance.



Remember to remove your soiled gloves and wash your hands before touching any cabinets, doorknobs, or items other people may come in contact with.

Avoid accidental injuries by sharp items. Puncture resistant containers marked with the biohazard symbol should be used for the disposal of used needles, syringes, and other sharp items. Red trash bags must be used and disposed of properly for any items containing blood or other body fluids.

Begin by attending to the injured person:

- √ Whenever blood and body fluids are present, a barrier (latex rubber gloves, thick layer of paper towels, or cloth) should be used to minimize exposure of the attending person while the injury is cleansed and/or dressed.
- √ Wear face protection (face shield) during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose and eyes.
- √ Wear protective body clothing when there is a potential for splashing of blood or body fluids.
- √ Soiled clothes of the injured person must be bagged to be sent home.
- √ Place waste in a plastic bag for disposal.
- √ Remove gloves, dispose and secure in a plastic bag.
- √ Change clothing if another person’s blood or body fluid gets onto your clothes.



- √ Immediately apply soap.
 - ≈ Thoroughly wash hands with soap by rubbing hands together (avoid scrubbing hands).
 - ≈ Pay particular attention to fingertips, nails, and jewelry.
 - ≈ Rinse with fingers pointing downward
 - ≈ If running water and soap are not immediately available, a waterless antiseptic cleaner or moist towelette may be used until hands can be thoroughly washed (use of antiseptic cleaner or towelette is NOT a substitute for hand washing). WASH HANDS AS SOON AS POSSIBLE.

Clean and disinfect environmental surfaces:

- √ Whenever cleaning and disinfecting environmental surfaces in which blood and body fluids are present, a barrier (rubber utility gloves durable enough to withstand environmental cleaning and disinfecting, thick layer of paper towels, or cloth) should be placed between the blood and the attending person. Use disposable paper towels or other disposable materials to remove blood and body fluids.
- √ Disinfect the affected area(s) and cleaning tools with a commercial tuberculocidal disinfectant (mixed according to manufacturer's specifications) or bleach solution (approximately 1/4 cup common household bleach per gallon of tap water, mixed fresh daily). The affected surface being disinfected should remain wet for several minutes.
- √ Secure all waste in a plastic bag for disposal.



Wash your hands:

- √ Before drinking or eating
- √ Before handling clean utensils, equipment or food
- √ After going to the bathroom
- √ After contact with any body secretions
- √ After handling any soiled diapers, garments or equipment
- √ After caring for kids – especially those with any body secretion discharges

What else can I do to protect myself from contracting infectious disease at school?

- √ *Avoid rubbing or touching your eyes;*
- √ *Refrain from kissing or being kissed; and*
- √ *Use your own personal care items such as drinking glasses and utensils (unless shared items are properly cleaned).*
- √ *If you are working in an area where there is reasonable likelihood of exposure, you should never eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses.*

Appendix 4
Substitute Summary/ Feedback Sheet

Office of Director of Human Resources and Accreditation
Norfolk Public Schools

Substitute Summary Sheet

Please complete this summary for the period of time you substituted. Turn this form in to the building office before you leave this assignment.

Substitute Name: _____ Date: ____/____/____

For whom were you substituting today? _____

Yes	No	NA	Please check the correct response to these questions in the boxes to the left.
			Was the teacher's manual available?
			Did the teacher leave a copy of the class roster?
			Did the teacher leave enough information to cover the entire class period?
			Did the teacher leave information regarding classroom procedures?
			Was the office staff helpful during the day?
			Was the administration helpful during the day?
			Did you have any trouble finding your way around the building?

Where were the lesson plans located? _____

Please give your thoughts on the clarity and organization of the lesson plans left for you:

Please list any problems you had with student behavior: _____

Please rate your experience today substituting for the Norfolk Public Schools:

___-Excellent ___-Pleasant ___-Satisfactory ___-Poor

Thanks for your help!

Appendix: 6 2023-2024 School Calendar for Staff

This "Parent Calendar" is also available on the district website at www.norfolkpublicschools.org/



Norfolk Public Schools 2023-2024 Staff Calendar

<p>August 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p>September 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <p>October 2023</p> <table border="1" style="width: 100%; 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<p>Key:</p> <ul style="list-style-type: none"> ○ No school for students or teachers □ Teacher PD/Work Day - No School For Students ◻ Teacher PD/Work Day - No School For Students (a.m. only) └ End Quarter * 2:00 p.m. dismissal for students K-12 ┌ 11:30 a.m. dismissal for students K-12 + Make-up Snow Days (if needed) 	
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<p>August</p> <p>2-7 Orientation - New teaching staff 5-11 Orientation - All teaching staff 14 First Day - First Half Students K-12 15 First Day - Second Half Students K-12 18 All Day- K-12</p> <p>September</p> <p>4 Labor Day - No School</p> <p>October</p> <p>12 K-12 End First Quarter 13 K-12 Staff- PD/Work Day-No School for Students 16-19 K-12 Parent-Teacher Conferences 16 - K-8 P-T Conferences, 4:00-7:00 17 - K-4, 9-12 P-T Conferences, 4:00-7:00 18 - 5-12 P-T Conferences, 4:00-7:00 19 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)</p> <p>20 K-12 Students- No School (K-12 Teacher's- Comp Day- No Duty) 23 K-12 Staff- PD/Work Day- No School for Students</p> <p>November</p> <p>22-24 Thanksgiving Break - No School</p> <p>December</p> <p>20 K-12 End Second Quarter/First Semester 21-29 Winter Break - No School</p>	<p>January</p> <p>1-2 Winter Break - No School 3 K-12 Staff - PD/Work Day - No School For Students 4 K-12 School Resumes 15 K-12 Staff - Prof. Development ESU Speaker- No School</p> <p>February</p> <p>9 K-12 Staff - PD/Work Day - No School for Students 12-15 K-12 Parent-Teacher Conferences 12-K-8 P-T Conferences, 4:00-7:00 13-K-4, 9-12 P-T Conferences, 4:00-7:00 14 - 5-12 P-T Conferences, 4:00-7:00 15 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)</p> <p>16 K-12 Students- No school (K-12 Teacher's Comp Day- No Duty) 19-20 Spring Break- No School</p> <p>March</p> <p>14 K-12 End Third Quarter 15 K-12 Staff- PD/Work Day - No School for Students 27-29 K-12 No school - Spring Break 27 Make - Up Snow Day (if needed due to 3 snow days) 28 Make - Up Snow Day (if needed due to 4 snow days)</p> <p>April</p> <p>1 No School - Spring Break 2 K-12 School Resumes 18 Grades 9-12 - 11:30 a.m. dismissal PM- SH Track Meet 19 No School For Students- District Music K-12 Staff PD/Work Day 22 No School- Staff or Students</p> <p>May</p> <p>1 K-12 Staff Appreciation Day 1:00 pm Dismissal 2 Grades 7-8- 11:30 dismissal PM JH Track Meet 19 Graduation 22 Students Last Day/End Fourth Quarter K-12 - 11:30 a.m. dismissal 23 Last Teacher Work Day</p>
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Grade	K-4	5-6	7-8	9-12	Date
1	43.0	43.0	43.0	43.0	August 14 - October 12
2	42.5	42.5	42.5	42.5	October 16 - December 20
	85.5	85.5	85.5	85.5	
3	45.5	45.5	45.5	45.5	January 4 - March 14
4	41.5	41.5	41.0	41.0	March 18 - May 22
	87.0	87.0	86.5	86.5	

172.5 Student Days, Grades K-4
172.5 Student Days, Grades 5-6
172.0 Student Days, Grades 7-8
172.0 Student Days, Grades 9-12

188/192 Veteran/New Teacher Contract Days

Published by:
Director of Human Resources
Norfolk Public Schools
512 Philip - PO Box 139
Norfolk, Nebraska 68703-0139
402-644-2500

Appendix: 7

Administrative Directory 2023-2024

Central Office Administrators

(402) 644-2500

- *Dr. Jami Jo Thompson, Superintendent*
- *Dr. Bill Robinson: Associate Superintendent of Business Services*
- *Angie L. Baumann, Director of Human Resources and Accreditation*
- *Beth Nelson: Director of Teaching and Learning*
- *Mary Luhr: Director of Student Programs*
- *Erik Wilson: Director of Student Services and Safety*

Building Administrators

Administrator	Title	Building	Address	Work Phone
Jason Settles	Principal	Senior High	801 Riverside Blvd.	644-2529
Paige Hastings	Assistant Principal	Senior High	801 Riverside Blvd.	644-2529
Blake Wockenfuss	Assistant Principal	Senior High	801 Riverside Blvd.	644-2529
David Nelson	Dean of Students	Senior High	801 Riverside Blvd.	644-2529
John Erwin	Activities Director	Senior High	801 Riverside Blvd.	644-2529
Jennifer Robinson	Principal	Junior High	510 Pasewalk Ave.	644-2516
Beau Viergutz	Assistant Principal	Junior High	510 Pasewalk Ave.	644-2516
Amber Lenton	Dean of Students/AD	Junior High	510 Pasewalk Ave.	644-2516
Chuck Hughes	Principal	Middle School	1221 N. First Street	644-2569
Tyler Beranek	Assistant Principal	Middle School	1221 N. First Street	644-2569
Trisha Andreasen	Principal	Bel Air	1101 N. Eighteenth	644-2539
Amy Brown	Principal	Grant	1106 Philip Ave.	644-2544
Jamie London	Principal	Jefferson	406 Cottonwood	644-2546
Angela Hausmann	Principal	Lincoln/ Montessori	310 S. Third St.	644-2550
Melissa Jantz	Principal	Little Panthers Pre-School	2500 Norfolk Ave.	644-2501
Ryan Specht	Principal	Washington	1205 S. Second St.	644-2557
Tracy Lichty	Principal	Westside	1703 Philip Ave.	644-2561
Bruce Strong	Principal	Woodland Park	611 Meadow Lane	644-2565

Other Phone Numbers:

Human Resources Office: 644-2500 Ext: 1112

Payroll Office: 644-2500 Ext: 1106

Appendix: 8 Substitute Teacher Job Description



Norfolk Public Schools Job Description

It is the policy of Norfolk Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Director of Human Resources.

JOB TITLE: SUBSTITUTE TEACHER

**NOTE: This is a generalized job description. Specific science teaching assignments may vary somewhat in essential functions and requirements. Applicants should be made aware of specific requirements prior to employment.*

Norfolk Public Schools will conduct a back-ground check on all substitute candidates.

LOCAL SUBSTITUTE TEACHER REQUIREMENTS:

Completion of 60 credit hours of college credit with at least one course in professional education.
Evidence of Human Relations training
Valid/registered Nebraska Local Substitute Permit
Completion of the application procedure and orientation
Such alternatives to the above qualifications as the Board of Education may find appropriate

STATE SUBSTITUTE TEACHER REQUIREMENTS:

Bachelors Degree from an accredited university or college
Valid/registered Nebraska Teaching/Substitute Certificate
Successful teaching and/or practice teaching experience
Completion of the application procedure and orientation
Such alternatives to the above qualifications as the Board of Education may find appropriate

REPORTS TO: Building Administrator

RECEIVES GUIDANCE FROM: Building Administrator

JOB GOAL: A certified instructor who teaches students in a school in the absence of the regular teacher, carrying out the lessons plans of the teacher for whom he/she is substituting, and meeting the duties of teaching as outlined in current laws and policies

TERMS OF EMPLOYMENT: Substitutes are not considered employees of the Norfolk Public Schools, so their service to our district is on an as-needed basis.

EVALUATION: Performance will be evaluated on an as-needed basis by building administration with input from staff.

NOTE: *Long-term substitute teachers are held to the same standards as a classroom teacher.*

ESSENTIAL FUNCTIONS:

- Respect personal privacy and maintain confidentiality regarding students and staff
- Meet with the principal/staff regarding any questions and concerns about lesson plans or rules and regulations of the school
- Comply with all building procedures and schedules
- Adhere to school and administrative procedures
- Keep accurate attendance record
- Follow the regular lesson plan of the absent teacher
- Display a confident and positive attitude to encourage student engagement
- Establish and maintain order in the classroom; maintain a classroom environment conducive to effective learning
- Communicate with students in a clear and understandable manner
- Maintain high standards of education
- Provide guidance and advice to students; show interest in a student's progress
- Encourage critical thinking, analytical and creative skills
- Update records and promptly submit reports as appropriate
- Take all necessary and reasonable precautions to protect students, materials, equipment, and facilities
- Never leave students unsupervised
- Monitor behavior of students and report to the principal any flagrant issues or problems
- Report evidence of suspected child abuse to building administrator
- Supervise non-classroom activities when assigned
- Cooperate with all school personnel
- Prepare and submit a daily summary of work on designated building forms
- Update the regular teacher of situations or problems encountered
- Perform other responsibilities as assigned

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The principals and teachers are required to maintain an accurate record of student attendance.

Attendance and Absences

- A. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
1. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 - a. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
 - b. Other absences as determined by the principal or the principal's designee.
 2. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - a. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 - b. Other absences are those in which the parent has not communicated a reason for the student's absence.
- B. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence,

but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work. Extensions may be made for extenuating circumstances, at the discretion of the teacher and principal.

- C. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.
1. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.
 2. Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.
- D. Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.
1. Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Norfolk Public Schools or resides in the Norfolk Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

2. Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:
 - the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
 - the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

3. Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.
- E. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
1. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and ~~on a per class basis~~ for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b) When a student continues thereafter to have absences which are not school excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reason for the absences, or other circumstances
 - c) One or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- The physical, mental, or behavioral health of the child-;
- Educational counseling;
- Educational evaluation;
- Referral to community agencies for economic services;
- Family or individual counseling; and
- Assisting the family in working with other community services.

d) If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child’s attendance records.

2. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209

Date of Adoption: March 10, 2014
 Date of Revision: July 14, 2014
 Date of Reaffirmation: May 11, 2015
 Date of Reaffirmation: June 13, 2016
 Date of Revision: June 12, 2017
 Date of Revision: December 11, 2017
 Date of Reaffirmation: May 14, 2018
 Date of Reaffirmation: May 13, 2019
 Date of Revision: June 8, 2020
 Date of Revision: December 14, 2020
 Date of Reaffirmation; June 14, 2021
 Date of Reaffirmation: September 13, 2021
 Date of Reaffirmation: May 9, 2022

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. ' 79-2137
 Student Discipline Act, Neb. Rev. Stat. ' ' 79-254 to 79-296
 NDE February 2003 State Board Action; Reaffirmed
 December 2005

Date of Adoption: May 12, 2014
Date of Reaffirmation: May 11, 2015
Date of Reaffirmation: May 9, 2016
Date of Reaffirmation: May 9, 2017
Date of Reaffirmation: April 9, 2018
Date of Reaffirmation: May 14, 2018
Date of Reaffirmation: May 13, 2019
Date of Reaffirmation: June 8, 2020
Date of Reaffirmation: June 14, 2021
Date of Reaffirmation: February 14, 2022
Date of Reaffirmation: May 9, 2022

Students**School Wellness Policy**

A mission of Norfolk Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee***Committee Role and Membership***

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District's website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs

change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents. The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition

School Meals

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition

standards.)

- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - Whole fruit options are displayed neatly.
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - All available vegetable options have been given creative or descriptive names.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

Schools are strongly encouraged to meet the USDA Smart Snacks in School nutrition standards.

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;

- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all

students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

4. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy

across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in “Physical Education” subsection). All schools in the District will be encouraged to participate in *Let’s Move! Active Schools* (www.letsmoveschools.org), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) is greatly valued and the District strongly discourages staff from withholding it as a punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 50-90 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District’s physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Fitnessgram) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight

- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. Examples of activities that the District may engage in to encourage active transport include, but are not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year.

Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Glossary

School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

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Date of Reaffirmation: May 9, 2022

Instruction

Multicultural Education

Norfolk Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our nation and the world, and of the contributions made by diverse cultures and races and (b) the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Implementation of Multicultural Education

The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the district curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.
4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on: (a) the instructional

materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, (b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and (c) their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Legal Reference: Neb. Rev. Stat. §§ 79-719 to 79-723
Nebraska State Board of Education Rule 10

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InstructionParental/Community Involvement in Schools

Madison County School District 59-0002, a/k/a Norfolk Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with and appropriate school personnel to discuss such concerns. The Superintendent or designee shall provide a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

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InstructionCombined District and School Title I Parent and Family Engagement Policy

Norfolk Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below:

1. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

6. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

7. Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

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