

Agenda

1. Date Public Notice Appeared in the Norfolk Daily News:
2. Call to Order
 - 2.1. Roll Call
 - 2.2. Declaration of a Legal Meeting
3. Pledge of Allegiance
4. Public Comments & Communication
5. Information and Discussion Items
 - 5.1. Finance & Facilities Report
 - 5.2. Teaching & Learning Report
 - 5.3. Student Programs and Student Services Report
 - 5.4. Human Resources & Accreditation Report
 - 5.5. 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
 - 7.3. Claims
8. Action Items
 - 8.1. Discuss, consider and take action to approve revisions to the COVID-19 Safe Return to In-Person Learning Plan
 - 8.2. Discuss, consider and take action to approve the resignation of Bethany Cadwallader--pending the hiring of a suitable replacement
 - 8.3. Discuss, consider and take action to approve the addendum to the 2023-2024 Little Panthers Preschool Handbook
 - 8.4. Discuss, consider and take action to approve the addendum to the 2023-2024 Elementary Student Handbook
 - 8.5. Discuss, consider and take action to approve the 2023-2024 Middle School Student Handbook
 - 8.6. Discuss, consider and take action to approve the 2023-2024 Junior High School Student Handbook
 - 8.7. Discuss, consider and take action to approve the 2023-2024 Senior High School Student Handbook
 - 8.8. Discuss, consider and take action to approve the first reading of revisions to Board Policies 1101 (use of School Facilities), 5004 (Full and Part-time Enrollment), 5006 (Option Enrollment), 5101 (Student Discipline), 5102 (Alternative Education

Programs or Plans for Expelled Students), 5205 (Graduation), 6212 (Assessments-Academic Content Standards), 6284 (Initiations, Hazing, Secret Clubs, and Outside Organizations), 6600 (Special Education), 6700 (Firearm Policy), and 8130 (Annual Organizational Meeting)

- 8.9. Discuss, consider and take action to approve the first reading of Board Policy 6215 (Collection of Information Related to Dyslexia)
- 8.10. Discuss, consider and take action to approve the first reading of Board Policy 6921 (Seizure Safe Schools)
- 8.11. Discuss, consider and take action to approve the first reading of Board Policy 6930 (Behavioral Points of Contact)
- 8.12. Discuss, consider and take action to approve the first reading of Board Policy 5602 (Naloxone in Schools)
- 8.13. Discuss, consider and take action to approve the first reading of revisions to Board Policy 5301 (Association Activities)
9. Future Meetings
10. Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual
 - 10.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
 - 10.2. Reconvene Meeting from Executive Session
 - 10.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
11. Adjournment

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending June 30, 2023

Fund/Account	2022-2023 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$1,921,776.78	\$162,405.30	\$0.00	\$2,084,182.08	
SPECIAL BUILDING FUND (3)	\$7,618,650.50	\$294,240.94	\$294,961.25	\$7,617,930.19	
DEPRECIATION RESERVE FUND (3)	\$6,602,477.50	\$12,318.77	\$200,637.00	\$6,414,159.27	
ACTIVITIES ACCOUNT (2)	\$693,746.34	\$45,999.58	\$102,381.77	\$637,364.15	
SUBSIDIARY ACCOUNT (2)	\$349,762.15	\$64,023.95	\$52,560.91	\$361,225.19	
GENERAL FUND (1)	\$16,620,101.22	\$8,470,412.09	5,050,392.56	\$20,040,120.75	
PAYROLL ACCOUNT (2)	\$5,705.78	\$4,217,306.24	\$4,217,291.24	\$5,720.78	
SCHOOL LUNCH FUND (2)	\$1,461,399.90	\$203,073.42	\$255,312.88	\$1,409,160.44	
BOND FUND (3)	\$1,106,700.00	\$2,868.54	\$0.00	\$1,109,568.54	
COOPERATIVE FUND (2)	\$273,718.63	\$616.81	\$8,672.50	\$265,662.94	
EMPLOYEE BENEFIT FUND (2)	\$3,905.87	\$8.88	\$0.00	\$3,914.75	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$466,737.39	\$265.30	\$0.00	\$467,002.69	
CONVENIENCE FEE FUND (2)	\$13,587.61	\$56.61	\$11.43	\$13,632.79	
STUDENT FEE FUND (2)	\$494,073.93	\$7,120.59	\$81,659.64	\$419,534.88	
TOTAL ALL FUNDS	\$37,632,343.60	\$13,480,717.02	\$10,263,881.18	\$40,849,179.44	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$20,040,120.75	
(2) ELKHORN VALLEY BANK				\$5,667,400.69	
(3) MIDWEST BANK				\$15,141,658.00	
TOTAL BALANCES				\$40,849,179.44	

JUNE 2023 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	WINNERS CIRCLE	CAMP AWARDS	13 2900 610 2 514 001	\$47.63
2	WINNERS CIRCLE	CAMP AWARDS	13 2900 610 2 549 001	\$47.63
3	BSN SPORTS,	BASEBALLS & TANNER TEE	13 2900 610 2 530 001	\$1,419.60
4	BSN SPORTS,	SOCCER BALLS & CAPTAIN BANDS	13 2900 610 2 533 001	\$642.44
5	BSN SPORTS,	TENNIS PICNIC TABLE	13 2900 610 2 529 001	\$1,729.00
6	BSN SPORTS,	SOCCER BALLS & CAPTAIN BANDS	13 2900 610 2 540 001	\$642.44
7	BSN SPORTS,	BACKPACKS	13 2900 610 2 556 001	\$703.44
8	RAMIREZ GERMAN, MAGALY	LION'S CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
9	CIPRA, SAILOR	POST PROM SCHOLARSHIP	13 2900 610 2 591 001	\$250.00
10	CLARK, SHAYLA	CAMP REFUND	13 2900 610 2 231 001	\$30.00
	RUSHMORE TRAMWAY	SD TRIP-ARIAL ADVENTURE PARK	13 2900 610 2 231 001	\$600.00
11	ADVENTURES			
12	SKIFF, CAMERYN	PANTHER BOOSTER CLUB	13 2900 610 2 591 001	\$750.00
13	MORENO, ALLY	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
14	STG SPORTS, INC	OKOBOJI TRNMNT	13 2900 610 2 547 001	\$375.00
15	MATTEO-HUPP, HANNAH	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
16	TERNUS, HAILEY	COLLEGE ACCESS SCHOLARSHIP	13 2900 610 2 618 001	\$500.00
17	STADIUM SPORTS	CAMP T-SHIRTS	13 2900 610 2 561 001	\$1,491.00
18	STADIUM SPORTS	PRACTICE JERSEYS	13 2900 610 2 528 001	\$2,970.00
19	MILLER, TIM	BUS DRIVER KEARNEY MEAL	13 2900 610 2 528 001	\$9.93
20	NATIONAL FFA ORGANIZATION	JACKET/SCARF/MEDALS	13 2900 610 2 276 001	\$103.00
21	SPORTDECALS	HELMET DECALS	13 2900 610 2 528 001	\$704.69
22	KENNEL, QUINLYN	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
23	SUMNERS, PENNY	BOWS	13 2900 610 2 556 001	\$1,120.00
24	GRASHORN, MAKAYLA	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
25	BORGMANN, JACK	PANTHER BOOSTER CLUB	13 2900 610 2 591 001	\$750.00
26	BORGMAN, AVA	SCHOLARSHIP	13 2900 610 2 525 001	\$250.00
27	BRYANT, WILL	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
28	LAKEVIEW HIGH SCHOOL	7 ON 7 ENTRY FEE	13 2900 610 2 528 001	\$528.00
29	NEEMEYER, ETHAN	BUILDERS OF THE FUTURE	13 2900 610 2 593 001	\$300.00
30	EASLAND, SYDNEY	COLLEGE ACCESS SCHOLARSHIP	13 2900 610 2 618 001	\$500.00
31	EASLAND, SYDNEY	POST PROM SCHOLARSHIP	13 2900 610 2 591 001	\$250.00
32	MEDCO SUPPLY, INC	TRAINER SUPPLIES	13 2900 610 2 597 001	\$1,727.37
33	DOUGHTY, AMBER	RENTAL CAR REIMB	13 2900 610 2 553 001	\$249.81
34	DOUGHTY, AMBER	NATIONAL MEAL REIMB	13 2900 610 2 553 001	\$44.26
35	ZARATE CONTRERAS, ANGELICA	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
36	BOYER, RACHEL	COLLEGE ACCESS SCHOLARSHIP	13 2900 610 2 618 001	\$500.00
37	BOYER, RACHEL	POST PROM SCHOLARSHIP	13 2900 610 2 591 001	\$500.00
38	BOYER, RACHEL	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00

39	LOVE SIGNS, INC	SHON KING STATE CHAMP SIGN	13 2900 610 2 516 001	\$100.00
40	LOVE SIGNS, INC	RECORD BOARD UPDATES	13 2900 610 2 529 001	\$78.75
41	COLLEGE BOARD	AP EXAMINATIONS	13 2900 610 2 576 001	\$3,909.00
42	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 530 001	\$1,102.06
43	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 533 001	\$77.53
44	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 535 001	\$1,036.28
45	NPS GENERAL FUND	MCCLEMENS ASHFALLS DRIVER	13 2900 610 2 503 001	\$125.46
46	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 523 001	\$164.32
47	NPS GENERAL FUND	MCCLEMENS ASHFALLS DRIVER	13 2900 610 2 280 001	\$329.04
48	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 540 001	\$140.26
49	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 542 001	\$1,036.28
50	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 554 001	\$2,024.18
51	NPS GENERAL FUND	22/23 BUS & DRIVER EXPENSE	13 2900 610 2 266 001	\$5,531.07
52	NPS GENERAL FUND	SUB PAY & GUIDANCE PAY REIMB	13 2900 610 2 266 001	\$5,644.24
53	CHAMBERS, ABIGAIL	COLLEGE ACCESS SCHOLARSHIP	13 2900 610 2 618 001	\$500.00
54	BOHACEK, CALLOWAY	POST PROM SCHOLARSHIP	13 2900 610 2 591 001	\$500.00
55	PETTY, KAYLA	BOOSTER CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$750.00
56	PETTY, KAYLA	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
57	JENSEN, ALEXANDRA	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
58	HINTZ, ELIJAH	LIONS CLUB SCHOLARSHIP	13 2900 610 2 591 001	\$300.00
59	MIKKELSON, ARWIN	GOATS & STARTER FEED	13 2900 610 2 628 001	\$823.00
60	U S POST OFFICE	SCHEDULE PICKUP LETTER BULK	13 2900 610 2 503 001	\$221.69
61	CARD SERVICES	DUBIA-ROACHES	13 2900 610 2 563 001	\$90.91
62	CARD SERVICES	HENRY DOORLY ZOO-END OF YEAR	13 2900 610 2 563 001	\$152.00
63	CARD SERVICES	SPAGHETTI WORKS-END OF YEAR	13 2900 610 2 563 001	\$415.48
64	CARD SERVICES	UNL EXTENSION-HORSE EVAL	13 2900 610 2 628 001	\$20.00
65	CARD SERVICES	AMAZON-TEXTBOOKS	13 2900 610 2 575 001	\$362.84
66	CARD SERVICES	AMAZON-JUMBO MAGNETIC CIRCLE	13 2900 610 2 586 001	\$113.85
67	CARD SERVICES	BASESLOADED-STIRRUPS	13 2900 610 2 543 001	\$402.75
68	CARD SERVICES	WALMART-END OF YEAR MTG	13 2900 610 2 568 001	\$33.82
69	CARD SERVICES	LDR HEADGEAR-HEADGEAR	13 2900 610 2 546 001	\$145.89
70	CARD SERVICES	SICKIES GARAGE-DISTRICT MEAL	13 2900 610 2 651 001	\$103.92
71	CARD SERVICES	RENTALCARS.COM-NATIONALS CAR	13 2900 610 2 553 001	\$375.97
72	CARD SERVICES	BLAZEPOD-SET OF 6	13 2900 610 2 274 001	\$212.00
73	CARD SERVICES	UDA-CAMP DEPOSIT	13 2900 610 2 556 001	\$1,900.00
74	CARD SERVICES	WALMART-STAFF & STUDENT	13 2900 610 2 266 001	\$369.75
75	CARD SERVICES	WALMART-END OF YEAR MTG	13 2900 610 2 266 001	\$34.33
76	CARD SERVICES	POPPIN DELIGHTS-END OF YEAR	13 2900 610 2 266 001	\$97.90
77	CARD SERVICES	QDOBA-DISTRICT MEAL	13 2900 610 2 542 001	\$497.10
78	CARD SERVICES	GO FAN-STATE COACH ADMISSION	13 2900 610 2 542 001	\$23.00

79 CARD SERVICES	STATE MEALS	13 2900 610 2 542 001	\$410.40
80 CARD SERVICES	WALMART-INDUCTION SUPPLIES	13 2900 610 2 614 001	\$101.62
81 CARD SERVICES	CEC THEATRE-INDUCTION SUPPLIES	13 2900 610 2 614 001	\$40.00
82 CARD SERVICES	NASSP-CERTIFICATES	13 2900 610 2 614 001	\$73.33
83 CARD SERVICES	SUPERVISION MEAL	13 2900 610 2 541 001	\$17.07
84 CARD SERVICES	AMAZON-TENNIS BALLS	13 2900 610 2 541 001	\$157.92
85 CARD SERVICES	RED ROBIN-STATE MEAL	13 2900 610 2 541 001	\$100.10
86 CARD SERVICES	CROWN AWARDS-AWARDS	13 2900 610 2 550 001	\$155.27
87 CARD SERVICES	SUPERVISION MEAL	13 2900 610 2 542 001	\$6.31
88 CARD SERVICES	PASTA AMORE-SUPVERISION MEAL	13 2900 610 2 542 001	\$14.00
89 CARD SERVICES	CHICK-FIL-A-G.TENNIS TEAM MEAL	13 2900 610 2 529 001	\$65.88
90 CARD SERVICES	PIZZA RANCH-B.TRACK TEAM MEAL	13 2900 610 2 529 001	\$676.00
91 CARD SERVICES	CHICK-FIL-A-NSAA AWARD	13 2900 610 2 597 001	\$40.92
92 CARD SERVICES	AMAZON-CARD STOCK PAPER	13 2900 610 2 597 001	\$59.92
93 CARD SERVICES	SUBWAY/HYVEE-CAMP MEALS FOR	13 2900 610 2 547 001	\$77.06
94 CARD SERVICES	23/24 SEASON TEES	13 2900 610 2 539 001	\$40.00
95 CARD SERVICES	AMAZON-TRX TRAINING SYSTEMS	13 2900 610 2 529 001	\$3,877.93
96 CARD SERVICES	AMAZON-NET TENSION WINCH	13 2900 610 2 529 001	\$450.00
97 CARD SERVICES	AMAZON-POP UP CANOPY	13 2900 610 2 529 001	\$159.99
98 CARD SERVICES	AMAZON-POP UP GOALS	13 2900 610 2 529 001	\$759.96
99 CARD SERVICES	AMAZON-BOWLING BAGS	13 2900 610 2 529 001	\$1,529.10
100 CARD SERVICES	EL RODEO-G.TENNIS TEAM MEAL	13 2900 610 2 529 001	\$172.60
101 CARD SERVICES	WALMART-MCCLEMENS ASHFALL	13 2900 610 2 280 001	\$85.80
102 CARD SERVICES	ASHFALLS-MCCLEMENS ADMISSION	13 2900 610 2 280 001	\$100.00
103 CARD SERVICES	SUBWAY-MCCLEMENS ASHFALLS TRIP	13 2900 610 2 280 001	\$235.16
104 CARD SERVICES	TOPSPINPRO-TRAINING AID	13 2900 610 2 529 001	\$596.00
105 CARD SERVICES	AMAZON-DAMAGED BOWLING BAG	13 2900 610 2 529 001	-\$84.95
106 CARD SERVICES	CHIPOTLE-UNIFIED TRACK TEAM	13 2900 610 2 529 001	\$67.55
107 CARD SERVICES	WALMART-OFFICE SUPPLIES	13 2900 610 2 503 001	\$127.44
108 CARD SERVICES	AMAZON-SPRING PLAY SUPPLIES	13 2900 610 2 523 001	\$47.96
109 CARD SERVICES	NATIONAL LAND JUDGING MEALS	13 2900 610 2 276 001	\$252.13
110 CARD SERVICES	AMAZON-CALCULATOR COVER	13 2900 610 2 579 001	\$13.44
111 CARD SERVICES	AMAZON-REPLACEMENT CLASSROOM	13 2900 610 2 579 001	\$91.12
112 CARD SERVICES	LTI-THOMPSON PROFICIENCY TESTS	13 2900 610 2 280 001	\$406.50
113 CARD SERVICES	FIREHOUSE SUBS-DISTRICT MEAL	13 2900 610 2 535 001	\$330.15
114 CARD SERVICES	STATE MEALS	13 2900 610 2 535 001	\$556.69
115 CARD SERVICES	PAPA JOHNS-TEAM MEAL	13 2900 610 2 516 001	\$245.28
116 CARD SERVICES	KINGS-END OF YEAR MTG	13 2900 610 2 624 001	\$46.00
117 CARD SERVICES	WEBSTAUANT-POPCORN MACHINE	13 2900 610 2 502 001	\$411.22
118 CARD SERVICES	HYVEE-SUPPLIES	13 2900 610 2 502 001	\$36.64

119 CARD SERVICES	WALMART-BANQUET SUPPLIES	13 2900 610 2 514 001	\$102.36
120 CARD SERVICES	STATE COACH MEALS, FUEL &	13 2900 610 2 514 001	\$170.64
121 CARD SERVICES	AMAZON-TENNIS BALLS	13 2900 610 2 534 001	\$157.92
122 CARD SERVICES	ARBY'S-SUPERVISION MEAL	13 2900 610 2 515 001	\$21.00
123 CARD SERVICES	SUPERVISION MEAL	13 2900 610 2 535 001	\$6.30
124 CARD SERVICES	PASTA AMORE-SUPVERISION MEAL	13 2900 610 2 535 001	\$14.00
125 CARD SERVICES	HYVEE-INVITE SUPPLIES	13 2900 610 2 532 001	\$37.36
126 CARD SERVICES	DISTRICT MEALS & LODGING	13 2900 610 2 532 001	\$865.35
127 CARD SERVICES	HOLIDAY INN-DISTRICT LODGING	13 2900 610 2 532 001	\$144.90
128 CARD SERVICES	STATE MEALS	13 2900 610 2 532 001	\$357.05
129 CARD SERVICES	MIKE'S VISIONS-TEAM PIC	13 2900 610 2 514 001	\$475.00
130 CARD SERVICES	SUBWAY-TEAM MEAL	13 2900 610 2 514 001	\$182.36
131 CARD SERVICES	VALENTINO'S-DISTRICT MEAL	13 2900 610 2 530 001	\$235.42
132 CARD SERVICES	SD GAME & PARKS-TRAIL PASSES	13 2900 610 2 231 001	\$75.00
133 ALPINE INN RESTURANT	SD TRIP TEAM MEAL	13 2900 610 2 231 001	\$585.00
134 CARD SERVICES	PIZZA HUT-COACH MTG	13 2900 610 2 513 001	\$54.52
135 CARD SERVICES	FRED HOIBERG CAMP REGISTRATION	13 2900 610 2 513 001	\$50.00
136 CARD SERVICES	23/24 SEASON TEES	13 2900 610 2 532 001	\$40.00
137 RUSHMORE SHADOWS RESORT	SD TRIP LODGING	13 2900 610 2 231 001	\$1,577.82
138 ROBINSON, KYLA	PANTHER BOOSTER CLUB	13 2900 610 2 591 001	\$750.00
139 CUSTOM SPORTS	YOUTH CAMP SHIRTS	13 2900 610 2 512 001	\$594.00
140 CUSTOM SPORTS	YOUTH CAMP SHIRTS	13 2900 610 2 513 001	\$184.00
141 CUSTOM SPORTS	SUMMER CAMP SHIRTS	13 2900 610 2 547 001	\$1,142.00
142 CUSTOM SPORTS	BACKPACK EMBROIDERY & JERSEYS	13 2900 610 2 556 001	\$962.00
143 ANDRADE, DAISY	SCHOLARSHIP	13 2900 610 2 568 001	\$250.00
144 MILLARD SOUTH HIGH SCHOOL	CAMP REGISTRATION	13 2900 610 2 558 001	\$650.00
145 TEECO INC	WATER COOLER	13 2900 610 2 505 001	\$14.25
146 TEECO INC	WATER COOLER	13 2900 610 2 505 001	\$147.25
147 GRAND TOTAL			\$74,874.92

JUNE 2023 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	WINNERS CIRCLE	MEDALS/AWARDS	14 2900 610 2 847 002	\$1,066.00
	RIDDELL/ALL AMERICAN	HELMET RECONDITIONING	14 2900 610 2 846 002	\$1,149.16
2	SPORTS CORP			
	RIDDELL/ALL AMERICAN	HELMET RECONDITIONING	14 2900 610 2 846 002	\$720.38
3	SPORTS CORP			
4	MARATHON PRESS INC	YEARBOOK ORDER	14 2900 610 2 865 002	\$3,188.00
5	BSN SPORTS,	FOOTBALL JERSEYS	14 2900 610 2 845 002	\$8,589.65
6	BSN SPORTS,	FOOTBALL JERSEYS	14 2900 610 2 845 002	\$8,589.65
7	NPS STUDENT FEES ACCOUNT	FEE DEPOSITED INTO WRONG FUND	14 2900 610 2 840 002	\$35.00
8	NPS STUDENT FEES ACCOUNT	FEE DEPOSITED INTO WRONG FUND	14 2900 610 2 840 002	\$25.00
9	STADIUM SPORTS	SHIRTS FOR 100YR ANNIVERSARY	14 2900 610 2 866 002	\$90.00
10	HEUER PUBLISHING, LLC	SPEECH SCRIPTS	14 2900 610 2 834 002	\$37.00
11	HEUER PUBLISHING, LLC	SPEECH SCRIPTS	14 2900 610 2 834 002	\$42.00
12	GODFATHERS PIZZA NORFOLK	PIZZA FOR CONCESSIONS	14 2900 610 2 835 002	\$92.00
13	ELKHORN VALLEY BANK	DEPOSIT BOOKS	14 2900 610 2 840 002	\$145.54
14	ONE OFFICE SOLUTION	CARD STOCK 100 YR ANNIVERSARY	14 2900 610 2 866 002	\$69.84
15	ASPI SOLUTIONS INC	SERVICES FOR VB MEET	14 2900 610 2 847 002	\$192.00
16	NPS GENERAL FUND	APRIL-MAY ACTIVITY PAYROLL	14 2900 610 2 828 002	\$45.48
17	NPS GENERAL FUND	APRIL-MAY ACTIVITY PAYROLL	14 2900 610 2 835 002	\$253.88
18	NPS GENERAL FUND	PAYROLL 3-19-4-15	14 2900 610 2 835 002	\$149.97
19	NPS GENERAL FUND	APRIL-MAY ACTIVITY PAYROLL	14 2900 610 2 857 002	\$882.95
20	NPS GENERAL FUND	PAYROLL 3-19-4-15	14 2900 610 2 857 002	\$693.39
21	NPS GENERAL FUND	PAYROLL 3-19-4-15	14 2900 610 2 861 002	\$109.51
22	NPS SUBSIDIARY	FEE DEPOSITED INTO WRONG FUND	14 2900 610 2 840 002	\$110.00
23	CARD SERVICES	WEIGHT ROOM SUPPLIES #24	14 2900 610 2 830 002	\$308.53
24	CARD SERVICES	STAFF SUPPLIES #24	14 2900 610 2 832 002	\$18.75
25	CARD SERVICES	STAFF SUPPLIES #24	14 2900 610 2 832 002	\$54.15
26	CARD SERVICES	ACRYLIC SHEETS/TEACHER	14 2900 610 2 840 002	\$26.99
27	CARD SERVICES	BREWED AWAKENING SUPPLIES #24	14 2900 610 2 841 002	\$76.14
28	CARD SERVICES	TRACK MEET SUPPLIES #24	14 2900 610 2 835 002	\$202.97
29	CARD SERVICES	TRACK MEET SUPPLIES #11	14 2900 610 2 835 002	\$58.92
30	CARD SERVICES	STUDENT SUPPLIES #24	14 2900 610 2 867 002	\$88.00
31	CUSTOM SPORTS	SHIRTS FOR 100YR ANNIVERSARY	14 2900 610 2 866 002	\$320.00
32	TEECO INC	LEASE/WATER COOLER	14 2900 610 2 840 002	\$38.00
33	TEECO INC	LEASE RO WATER COOLER	14 2900 610 2 840 002	\$38.00
34	GRAND TOTAL			\$27,506.85

JUNE 2023 SUBSIDIARY EXPENDITURES

1 COUNTRY INN AND SUITES	CY WAKEMAN CONFERENCE HOTEL	05 2900 610 0 069 000	\$98.00
2 COUNTRY INN AND SUITES	CY WAKEMAN CONFERENCE HOTEL	05 2900 610 0 050 000	\$98.00
3 COUNTRY INN AND SUITES	CY WAKEMAN CONFERENCE HOTEL	05 2900 610 0 081 000	\$196.00
4 NELSON, JORDAN	REIMB FOR AT HOUSE FURNITURE	05 2900 610 0 059 000	\$214.00
MADISON NATIONAL LIFE	JUNE 23 BASIC LIFE INSUR	05 2900 610 0 090 000	\$473.60
5 INSURANCE CO			
6 WENTLING, CHRIS	REFUND BASIC LIFE INSUR	05 2900 610 0 090 000	\$42.24
7 SCHOOL SPECIALTY, LLC	KASUSKE-GRANT FUNDS	05 2900 610 0 069 000	\$396.19
CRESTLINE SPECIALTIES,	LANYARDS	05 2900 610 0 040 000	\$1,034.18
8 INC.			
9 SODEXO INC	LUNCH FOR KEARNEY MEETING	05 2900 610 0 050 000	\$244.75
10 ONE OFFICE SOLUTION	OFFICE CHAIRS	05 2900 610 0 076 000	\$407.22
11 NORDBY FENCING LLC	REPLACE POST	05 2900 610 0 050 000	\$85.00
12 NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$18.09
13 NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$20.71
14 NPS GENERAL FUND	GRASSHORN JUNE 2023 PAYROLL	05 2900 610 0 038 000	\$1,354.45
MIDWEST SCHOOL SERVICES,	YEARBOOKS	05 2900 610 0 044 000	\$3,675.00
15 LLC			
MIDWEST SCHOOL SERVICES,	22/23 YEARBOOKS	05 2900 610 0 058 000	\$2,370.00
16 LLC			
17 CARD SERVICES	CRISIS TEAM LUNCHEON #19	05 2900 610 0 095 000	\$93.00
18 CARD SERVICES	REFUND FOR COFFEE MAKER #19	05 2900 610 0 095 000	-\$79.89
19 CARD SERVICES	SPED STAFF MTG SUPPLIES #17	05 2900 610 0 059 000	\$70.67
20 CARD SERVICES	STUDENT SUPPLIES #13	05 2900 610 0 040 000	\$92.12
21 CARD SERVICES	CHRM BK SUPPLIES #13	05 2900 610 0 040 000	\$19.98
22 CARD SERVICES	DOMINOS SUPPLIES #13	05 2900 610 0 044 000	\$48.93
23 CARD SERVICES	GRANT FUNDS/BIRD FOOD #14	05 2900 610 0 069 000	\$323.46
24 CARD SERVICES	LAMINATING CURRICULUM #14	05 2900 610 0 069 000	\$80.35
25 CARD SERVICES	SAFETY PATROL CELEBRATION #14	05 2900 610 0 069 000	\$40.00
26 CARD SERVICES	SPED STAFF MTG SUPPLIES #17	05 2900 610 0 059 000	\$9.18
27 CARD SERVICES	END OF YEAR DRIVER MTG #17	05 2900 610 0 059 000	\$101.10
28 CARD SERVICES	WELLNESS CHALLENGE SUPPLIES	05 2900 610 0 060 000	\$80.00
29 CARD SERVICES	4TH GR T-SHIRTS #12	05 2900 610 0 073 000	\$72.63
30 CARD SERVICES	TICKETS #12	05 2900 610 0 073 000	\$12.86
31 CARD SERVICES	RECESS CART SUPPLIES #3	05 2900 610 0 076 000	\$19.58
32 CARD SERVICES	STAFF SUPPLIES #15	05 2900 610 0 061 000	\$32.16
33 CARD SERVICES	PIZZA WITH THE PRINCIPAL #9	05 2900 610 0 063 000	\$39.33
34 CARD SERVICES	JOCHUM/COOK GRANT #9	05 2900 610 0 063 000	\$248.39
35 CARD SERVICES	WELLNESS GRANT INCENTIVES #10	05 2900 610 0 089 000	\$25.00

36 CARD SERVICES	WELLNESS GRANT-YOGA CLASS #10	05 2900 610 0 089 000	\$50.00
37 CARD SERVICES	FUNDRAISING MONEY #13	05 2900 610 0 045 000	\$237.62
38 CARD SERVICES	FLAG #14	05 2900 610 0 069 000	\$34.87
39 CARD SERVICES	GRANT FUNDS, DODGE BALL, PUMP	05 2900 610 0 069 000	\$98.03
40 CARD SERVICES	WALL CLOCK #14	05 2900 610 0 069 000	\$15.99
41 CARD SERVICES	SENIOR WALK SUPPLIES #6	05 2900 610 0 058 000	\$51.09
42 CARD SERVICES	LANDSCAPE PAPER #6	05 2900 610 0 058 000	\$69.99
43 CARD SERVICES	KOHLER DONATION BAND SUPPLIES	05 2900 610 0 050 000	\$437.04
44 CARD SERVICES	PATCH GRANT BOWLING BACKSTOP	05 2900 610 0 076 000	\$499.96
45 CARD SERVICES	STUDENT ACTIVITY SUPPLIES #3	05 2900 610 0 076 000	\$40.88
46 CARD SERVICES	SUMMER REPAIR SUPPLIES #10	05 2900 610 0 089 000	\$166.29
47 MORENO, LISA	PANTHER PARTNER GRANT FOOD	05 2900 610 0 061 000	\$117.27
48 QUILL CORPORATION	BREAKROOM SUPPLIES	05 2900 610 0 050 000	\$21.35
49 NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$87.74
50 NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$102.93
51 TEECO INC	ADMIN BUILDING WATER/RENTAL	05 2900 610 0 050 000	\$75.75
52 GRAND TOTAL			\$14,163.08

Board of Education Retreat

Thursday, June 8, 2023 8:30 AM

Norfolk Public School's Central 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: June 2, 2023.
2. Call to Order
 - 2.1. The Norfolk Public School District's board of education meeting was called to order at 8:32 AM.
 - 2.2. Roll Call – See attendance above.
 - A. President Sandy Wolfe left the meeting at 8:51 AM and returned to the meeting at 9:41 AM.
3. Declaration of a Legal Meeting.
 - 3.1. The meeting was declared legal.
4. Target-based Teaching and Grading Presentation and Discussion
 - 4.1. Beth Nelson, along with Teaching and Learning staff, discussed Target-Based Grading. An in-depth discussion was held to assist the Board in future policy decisions. No action was taken and no public comment was given. The Target-Based Grading discussion included:
 - NPS Strategic Action Plan and the history of target-based grading, including timeline and implementation
 - The 'Why' behind Targeted Instruction and Grading
 - Misunderstandings regarding Target-Based Grading
 - Standards and Proficiency scales
 - Reassessment and Homework
 - Review of data
 - 4.2. Board members were encouraged to ask questions. Members of administration, Teaching and Learning, Principals, and Teachers were all present to help answer any questions and give input.
5. Future Meetings
 - 5.1. The next regular meeting of the Board of Education will be held on Monday, June 12, 2023. There will not be a study session. 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.

5.2. The 2nd monthly meeting of the Board of Education has been tentatively scheduled for noon on Thursday, June 22, 2023.

6. Adjournment

6.1. The meeting adjourned at: 11:35 AM.

Chairperson

Superintendent

Board of Education Regular Meeting
Monday, June 12, 2023
5:30 PM Regular Business Meeting
Norfolk Public School Administration Building
P.O. Box 139
Norfolk, NE 68702-0139

Teri Bauer: Absent
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: June 2, 2023.
2. Call to Order

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

- 2.1. Roll Call – See attendance above.

Motion to excuse the absence of Teri Bauer at 5:31 PM passed with a motion by Brenda Carhart and second by Beth Shashikant.

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

- 2.2. Declaration of a Legal Meeting
The meeting was declared legal.

3. Pledge of Allegiance
4. Public Comments & Communication
5 members of the public spoke -- 2 on creating a policy stating that students must use the restroom and play sports based upon their biological sex, 2 in support of Assistant Principal Beau Viergutz, and one in defense of NCEA and NPS staff.
5. Information and Discussion Items

- 5.1. Finance & Facilities Report

- A. The total amount of claims to be approved on the consent agenda for the month of June, 2023 by specific fund are listed below:
General Fund =\$835,408.13
Nutrition Services Fund =\$255,312.88
Cooperative Fund =\$7,358.49
Depreciation Fund =\$200,637
Special Building Fund =\$294,514
Student Fee Fund = \$81,562.74
- B. The total amount of claims for the month of May, 2023 in the Activities Fund is listed below:
Activity Fund =\$124,586.12
- C. All of these claims were reviewed earlier today by the Finance and Facility Committee.

- 5.2. Teaching & Learning Report

- A. Curriculum, Instruction and Assessment

- We had a successful ending to the school year and summer school is on its way. Summer school serves multiple purposes for our students. Some students are invited to summer school to maintain good learning habits and minimize summer learning loss. We also have students that need summer school to catch them up to where they need to be before the fall and yet, we have some students that choose summer school to advance studies as to allow extra time in their senior high course schedule for specialty classes.
- Spring statewide testing scores are under review and validation, which means there are phases of cross referencing for accuracy that occur before final and official scores and classifications are determined for AQUESTT.
- Last week we hosted a board retreat. Our goal was to update and/or inform board members on details related to teaching and learning. Particularly in targeted instruction and grading. You will notice we still have some posters hanging, as well as information and articles available for people to look at. If there is anything folks would like a copy of, I ask them to place their name and address on a sticky note and place it on the item they would like a copy of. We will do our best to get it mailed to them as soon as possible. I have also left some of my business cards if anyone would like to contact me to have deeper discussions on the curriculum or anything else related to our targeted instruction and grading. It's very easy to get in touch with me and I can be flexible about a meeting time.
- In our time together last week, I felt it was important to bring some clarity and explanation surrounding target-based teaching and grading. During the board forum for school board candidacy, target-based grading was communicated as something negative and connected to controversial instructional topics. This is simply not true. Target-based grading is a simple reorganization of the grade book to be more focused and categorized to monitor student strengths and weaknesses. This allows both students and teachers to target learning to best help the individual student. Target-based grading has nothing to do with the materials purchased or topics taught in class. Furthermore, the books or materials used in the classroom are not the curriculum, they are used to teach the curriculum. The curriculum is written to meet state standards and involves several steps. Like I said, if anyone would like some clarity about the separation and/or the connection of any of these topics, please contact me.

5.3. Annual Americanism Report

- A. In compliance with Nebraska State School Law LB 399, the American Civics Bill, all building Americanism Compliance Reports have been submitted to the Director of Teaching and Learning Office. Teacher reports have been submitted to building administrators on American Civics and are filed within the building for review as needed.

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

- 5.4. Annual Multi-cultural Report
- A. In compliance with the State Board of Education Rule 10 and LB 79-719 Norfolk Public Schools has completed multicultural education requirements for the school year 2022-23.
- 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.
- B. Total lessons in required reporting categories are as follows.
- African Americans-1321
 - Hispanic Americans-1157
 - Native Americans-880
 - Asian Americans-871
 - European Americans- 2005
- 5.5. Student Programs Report
- A. Summer school is being held from June 5 through June 23, 2023. The following schools host the special education classes: Westside and Jefferson elementary for K-4 students, Middle School for 5-8 students and Senior High for 9-12 students.
- 5.6. Student Services Report
- A. Summer school has been up and running for about a week now and will officially end on June 23rd. Our summer AFS graduation ceremony will be held at 6pm on June 22nd at the Johnny Carson Theatre.
- B. Summer is typically a time when we try to get a lot of technology projects completed. Our team has been busy working in the buildings and scheduling new installations for Smartboards, Wireless Access Points, security cameras and updates to switches. Projects are moving along nicely and should be completed by the end of July so we are ready for the start of the new school year. You will continue to see handbooks on the agenda tonight and next month as we finalize those for the start of the next school year as well.
- 5.7. Human Resources & Accreditation Report
- A. On Monday, June 19th, Norfolk Public Schools will host a job fair for classified staff here at Central Office from 4:00 - 6:00 pm. Building principals will be available to talk with job seekers about available positions. Currently, we are looking to hire a variety of paraprofessionals, including classroom, special education, ELL, Achievement Center, AFS, and media. In addition, we are seeking applications for custodians and substitute paraprofessionals. There are positions available at all levels, PK-12. Candidates can learn more about our

available positions and complete applications on site. I encourage you to spread the word about the NPS Job Fair!

5.8. Superintendent's Report

A. Various Topics of Interest or Concern:

- Board Retreats – Thank you Board members for attending the retreat on June 8, 2023 regarding Target Based Grading. Next Board retreat is scheduled for August 24, 2023 at 10:00 AM.
- Administrator Retreats - High professional leadership trainings are happening this summer.
- Policy Updates Based Upon Legislative Session - Reviewing policy changes by Perry Law firm. A policy committee meeting will be scheduled to review.
- Clarification Regarding Senior High Facilities - At this point, we are simply contacting RSP and Associates to complete comprehensive enrollment projections. Once these projections have been completed, we will need to determine whether additional space is needed at the senior high. If additional space is needed due to student enrollment, then we will begin community conversations regarding facility additions and a possible bond. However, at this point, it is unknown whether that will be necessary.
- The Junior High building is celebrating its 100-year anniversary on Saturday June 17, 2023. Public invited to attend Open House.

6. Committee Reports

6.1. Facilities & Finance Committee Report

- A. The committee met at 12:00 today. The claims for the month of June and activity claims for May were reviewed. Other items reviewed and discussed:
- Recommendation for motor coach bus services for 23-24
 - Review of items the district wishes to sell at our maintenance and technology garage sale
 - Athletic Training Services for 23-24
 - Project Update: BA & JH
 - Update on Budget timeline and process for 23-24
- B. The next meeting will be Monday, July 10th, at 12:00 noon.

6.2. Policy Committee Report

- A. The Policy Committee reviewed the feedback provided during the Parental Involvement Hearing and noted.
1. The administration is responding to parents who spoke at the parental involvement hearing regarding concerns specific to their children. Those concerns did not necessarily relate to the parental involvement policy per se, but they did warrant administrative follow-through.
 2. We do allow parents to visit their child's school with advance notice...unless it will cause an interference or disrupt the learning environment. (See Board Policy 1010)
 3. When many people refer to curriculum, they are actually referencing our program materials, textbooks and assignments. It is not possible for us to provide on-line access to these materials due to copyright laws, but parents can get access to those materials via their building principal or Beth Nelson.
We are investigating ways that we could provide greater access to our curriculum (the standards/content that we teach) but this is difficult due

to website and staffing limitations. In the meantime, parents can contact Beth Nelson for access to our curriculum.

Parents can request that their child be excluded from a specific unit, book, or assignment if they find it objectionable. In that case, the student will be provided with an alternative assignment. (See Board Policy 6320)

4. We updated our Library Materials Selection Process in March 2022. It is very robust. However, if a parent objects to a specific book, he/she may contact the building principal. If the building principal is unable to resolve the matter, a formal written complaint may be filed, which will trigger a formal review process. (See Board Policy 6300).
5. We do allow parents to review their children's records. (See Board Policy 5202).

6.3. Norfolk Public Schools Foundation Committee Report

- A. The Norfolk Public Schools Foundation Board of Directors met on May 15, 2023 at 4:30 p.m. Fourteen board members were present.
- B. Austin Truex, new Executive Director, shared with the board that he and President, Metka Kolm will be presenting at Honors Night on May 18th to award 64 NPSF scholarships worth over \$77,000 to the NHS graduating class.
- C. NPSF received 43 Classroom Grant applications from NPS staff that have been evaluated. The NPSF selection committee will meet immediately following the board meeting for final selections. The committee will award over \$20,000 in grants for the 2023-2024 school year. NPS recipients will be notified in June if they have been selected.

7. Approve Consent Agenda

Motion to approve the consent agenda at 6:16 PM passed with a motion by Beth Shashikant and a second by Lindsay Dixon.

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

7.1. Minutes of Previous Meetings

The minutes of the May 8, 2023 & May 25, 2023 School Board meetings are attached.

7.2. Personnel

7.2.1. Contract Approval

1. Ashley Meuret:
 - 5th Grade Math and ELA Teacher, Norfolk Middle School - was a full time sub.
 - Bachelor of Science, Elementary Education (K-6), University of Nebraska, Lincoln, NE.
 - 2020-2023 Full-Time Substitute Teacher, Norfolk Public Schools
2. Tiffini Palm:
 - Special Education Teacher, Norfolk Senior High School
 - Bachelor of Science, Human Services and Counseling, Wayne State College, Wayne, NE
 - 10/2020-Present, Special Education Paraprofessional; Norfolk Public Schools, Norfolk, NE
3. Alanna Binder:

- 2023-2024 Business/Computer Science Teacher, Norfolk Senior High School
- Bachelor of Arts, History, Mount Marty College, Yankton, SD
- 11/2022-Present, Behavior Special Education Teacher, Yankton School District, Yankton, SD

7.2.2. Resignations
None at this time.

7.3. Claims

Attached are the claims for the month of June, 2023. These claims were reviewed earlier today by our Finance and Facility Committee. Claim numbers 1077 and 1078 which are highlighted, are not to be included with the other claims for approval on the consent agenda. This claim number is specific to a later action item and if that action item is approved, then claim numbers 1077 and 1078 will be approved as part of that action.

8. Action Items

8.1. Discuss, consider and take action to approve the 2023-2024 Little Panthers Preschool Student Handbook. See attached handbook.

Motion to approve the 2023-2024 Little Panthers Preschool Student Handbook at 6:17 PM passed with a motion by Cindy Booth and a second by Brenda Carhart.

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

8.2. Discuss, consider and take action to approve the 2023-2024 Elementary Student Handbook. See attached handbook.

Motion to approve the 2023-2024 Elementary Student Handbook at 6:18 PM passed with a motion by Lindsay Dixon and a second by Beth Shashikant.

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

8.3. Discuss, consider and take action to approve the 2023-2024 certified staff handbook. See attached handbook.

Motion to approve the 2023-2024 certified staff handbook at 6:19 PM passed with a motion by Lindsay Dixon and a second by Cindy Booth.

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

8.4. Discuss, consider and take action to approve the 2023-2024 classified staff handbook. See attached handbook.

Motion to approve the 2023-2024 classified staff handbook at 6:19 PM passed with a motion by Brenda Carhart and a second by Beth Shashikant.

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

8.5. Discuss, consider and take action to approve the 2023-2024 substitute staff handbook. See attached handbook.

Motion to approve the 2023-2024 substitute staff handbook at 6:20 PM passed with a motion by Beth Shashikant and a second by Cindy Booth.

Teri Bauer:	Absent	Cindy Booth:	Yea
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- 9.2. Reconvene Meeting from Executive Session at 6:33 PM.
10. Discuss, consider and take action to approve the purchase of property
 If this purchase is approved, the 405 and 407 Walnut Avenue properties will be used for additional parking at the Senior High School. We currently have 473 parking spots at the senior high and approximately 1350 students. Not all of our students drive, but that is a significant discrepancy...and an issue that we hear about frequently.
 Approval of this agenda item, will also approve claim numbers 1077 and 1078. These claims were held out of the consent agenda, as Board approval is required before we can purchase property.

Motion to approve the purchase of 405 and 407 Walnut Ave. for the price of \$130,000 at 6:36 PM passed with a motion by Brenda Carhart and a second by Beth Shashikant.

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

11. Future Meetings
- A. The 2nd monthly meeting of the Board of Education has been tentatively scheduled for noon on Thursday, June 22, 2023.
 - B. The next regular meeting of the Board of Education will be held on Monday, July 10, 2023. There will be no study session. 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.
12. Adjournment
 Meeting adjourned at 6:36 PM.

Chairperson

Superintendent

Board of Education 2nd Monthly Meeting

Thursday, June 22, 2023 12:00 PM

Norfolk Public Schools Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

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

1. Date Public Notice appeared in the Norfolk Daily News: June 17, 2023.

2. Call to Order

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

2.1. Roll Call – See attendance above.

Motion to excuse the absences of Cindy Booth and Lindsay Dixon at 12:01 PM passed with a motion by Beth Shashikant and a second by Teri Bauer.

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

2.2. Declaration of a Legal Meeting
The meeting was declared legal.

3. Action Items

3.1. Discuss, consider, and take action to approve the bid for replacement of the Junior High track.

Recommended the district accept the bid from Nemaha Construction for \$649,276 for complete replacement of the Junior High Track. The current track can no longer be repaired and, because of the extent of cracking and heaving with the existing surface, the current track has safety and usability concerns both for our students and community members who walk on the track periodically. This project will have the oversight of JEO engineering, who is also recommending Nemaha Construction. Nemaha Construction is a certified track installation company with many strong references. The new surface, when completed, will provide the district and community with a new 6th lane surface with an estimated life span of approximately 20 years. Funds for this project will come from the district's general fund maintenance budget and the district depreciation fund.

Motion to approve the bid for replacement of the Junior High track at 12:05 PM passed with a motion by Teri Bauer and a second by Beth Shashikant.

Teri Bauer:	Yea	Brenda Carhart:	Yea
Cindy Booth:	Absent	Lindsay Dixon:	Absent

Beth Shashikant: Yea

Sandy Wolfe: Yea

3.2. Discuss, consider, and take action to approve contracts for the 2023-2024 school year.

Cindy Mills:

- 2023-2024 2nd Grade Teacher, Woodland Park Elementary School
- Master of Arts, Wayne State College, Wayne, NE
- 1989-2022, 1st Grade Teacher at Washington Elementary, Norfolk, NE

Motion to approve the contract listed above at 12:06 PM passed with a motion by Beth Shashikant and a second by Brenda Carhart.

Teri Bauer: Yea

Lindsay Dixon: Absent

Cindy Booth: Absent

Beth Shashikant: Yea

Brenda Carhart: Yea

Sandy Wolfe: Yea

4. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, July 10, 2023. There will not be a Study Session. 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.

There will not be a second monthly meeting of the Board of Education in July.

5. Adjournment

The meeting adjourned at 12:07 PM.

Chairperson

Superintendent

JULY 10, 2023

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1	4IMPRINT	CHILD FIND SUPPLIES	01	6416	610	1	017	000	\$4,414.78
2	A TO Z VAC & SEW	LINDHAUS MOTOR	01	2610	610	2	001	001	\$99.00
3	ACCO BRANDS USA	COOP SUPPLIES	01	1100	610	1	602	005	\$68.48
4	ACCO BRANDS USA	COOP SUPPLIES	01	1190	610	1	163	021	\$547.84
5	ACCO BRANDS USA	COOP SUPPLIES	01	2223	610	1	031	000	\$68.48
6	ACCO BRANDS USA	COOP SUPPLIES	01	1100	610	1	705	008	\$68.48
7	ACCURATE LABEL DESIGNS	LABELS	01	2410	610	2	209	001	\$514.95
8	ADVANCE AUTO PARTS	BR PADS, ROTORS	01	2712	610	1	001	000	\$166.37
9	ADVANCE AUTO PARTS	VEHICLE #27 SUPPLIES	01	2650	610	1	001	000	\$18.52
10	ADVANCE AUTO PARTS	VEHICLE #27 SUPPLIES	01	2650	610	2	001	000	\$18.52
11	ADVANCE AUTO PARTS	REPLACEMENT HORN #9	01	2710	610	1	001	000	\$15.75
12	ADVANCE AUTO PARTS	REPLACEMENT HORN #9	01	2710	610	2	001	000	\$15.74
13	ADVANCED BIONICS LLC	HEARING IMPAIRED STUDENT	01	2151	610	1	004	014	\$430.00
14	AK ATHLETIC EQUIPMENT, INC	INDOOR PLAY-EXPANSION GRANT	01	3540	610	1	017	021	\$2,818.08
15	ALISON'S MONTESSORI	CLASSROOM SUPPLIES	01	1100	610	1	028	005	\$1,353.00
16	ALPHA WORKFORCE HEALTH	DOT PHYSICAL	01	2570	340	1	901	000	\$37.50
17	ALPHA WORKFORCE HEALTH	DOT PHYSICAL	01	2570	340	2	901	000	\$37.50
18	ALPHA WORKFORCE HEALTH	DOT PHYSICAL	01	2570	340	1	901	000	\$37.50
19	ALPHA WORKFORCE HEALTH	DOT PHYSICAL	01	2570	340	2	901	000	\$37.50
20	ALPHA WORKFORCE HEALTH	DOT PHYSICAL	01	2570	340	1	901	000	\$37.50
21	ALPHA WORKFORCE HEALTH	DOT PHYSICAL	01	2570	340	2	901	000	\$37.50
22	APPEARA	MOPS	01	2610	431	1	001	000	\$45.30
23	APPEARA	MOPS	01	2610	431	2	001	000	\$45.29
24	APPEARA	WORK SHIRTS	01	2610	431	1	001	000	\$70.57
25	APPEARA	WORK SHIRTS	01	2610	431	2	001	000	\$70.57
26	APPEARA	WORK SHIRTS	01	2620	431	1	001	000	\$17.64
27	APPEARA	WORK SHIRTS	01	2620	431	2	001	000	\$17.64

28	APPEARA	MOPS	01	2610	431	1	001	000	\$45.30
29	APPEARA	MOPS	01	2610	431	2	001	000	\$45.29
30	APPEARA	MOPS	01	2610	431	1	001	000	\$45.30
31	APPEARA	MOPS	01	2610	431	2	001	000	\$45.29
32	APPEARA	MOPS	01	2610	431	1	001	000	\$45.30
33	APPEARA	MOPS	01	2610	431	2	001	000	\$45.29
34	APPEARA	MOPS	01	2610	431	1	001	000	\$45.30
35	APPEARA	MOPS	01	2610	431	2	001	000	\$45.29
36	APPEARA	MOPS	01	2610	431	1	001	000	\$45.30
37	APPEARA	MOPS	01	2610	431	2	001	000	\$45.29
38	APPEARA	WORK SHIRTS	01	2610	431	1	001	000	\$68.41
39	APPEARA	WORK SHIRTS	01	2610	431	2	001	000	\$68.41
40	APPEARA	WORK SHIRTS	01	2620	431	1	001	000	\$17.10
41	APPEARA	WORK SHIRTS	01	2620	431	2	001	000	\$17.10
42	APPEARA	WORK SHIRTS	01	2610	431	1	001	000	\$71.85
43	APPEARA	WORK SHIRTS	01	2610	431	2	001	000	\$71.85
44	APPEARA	WORK SHIRTS	01	2620	431	1	001	000	\$17.96
45	APPEARA	WORK SHIRTS	01	2620	431	2	001	000	\$17.96
46	APPEARA	WORK SHIRTS	01	2610	431	1	001	000	\$69.29
47	APPEARA	WORK SHIRTS	01	2610	431	2	001	000	\$69.29
48	APPEARA	WORK SHIRTS	01	2620	431	1	001	000	\$17.32
49	APPEARA	WORK SHIRTS	01	2620	431	2	001	000	\$17.32
50	APPEARA	MOPS	01	2610	431	1	001	000	\$45.30
51	APPEARA	MOPS	01	2610	431	2	001	000	\$45.29
52	APPERSON INC	SCANTRONS	01	2410	610	2	209	001	\$766.92
53	APPLE INC	IPADS	01	6925	650	1	004	000	\$598.00
54	APPLE INC	IPADS	01	6925	650	1	004	000	\$389.40
55	APPLE INC	IPADS	01	6925	650	1	004	000	\$528.88
56	APPLE INC	IPADS	01	6925	650	2	004	000	\$1,516.28
57	APPLE INC	IPADS	01	6926	650	1	004	000	\$447.42
58	APPLE INC	IPADS	01	6926	650	2	004	000	\$447.42
59	BARNHILL ENTERPRISES LLC	SUPPLIES	01	1100	610	1	302	004	\$295.70
60	BARNHILL ENTERPRISES LLC	SPEAKER	01	1100	610	2	205	001	\$179.00
61	BAUMANN, ANGIE	HOPE TRAINING	01	2211	333	1	901	000	\$71.40

62	BAUMANN, ANGIE	HOPE TRAINING	01	2211	333	2	901	000	\$71.39
63	BIG RED PRINTING	BROCHURES	01	6416	610	1	017	000	\$367.53
64	BIG RED PRINTING	100 YEAR CELEBRATION PROGRAMS	01	2310	890	1	010	000	\$306.85
65	BIG RED PRINTING	100 YEAR CELEBRATION PROGRAMS	01	2310	890	2	010	000	\$306.85
66	BIXENMANN, MELISSA	PARENT MILEAGE	01	2712	332	2	004	000	\$138.86
67	BLICK ART MATERIALS	GENERAL SUPPLIES	01	1100	610	2	224	001	\$5.84
68	BLOOM, JENNIFER	NURSES CONFERENCE	01	2130	580	2	004	000	\$25.51
69	BOMGAARS SUPPLY	TRIMMER AND LINE	01	2630	610	1	001	000	\$118.49
70	BOMGAARS SUPPLY	TRIMMER AND LINE	01	2630	610	2	001	000	\$118.49
71	BOMGAARS SUPPLY	RUBBER OVERSHOES	01	2610	610	1	001	021	\$25.99
72	BOMGAARS SUPPLY	TRIMMERS	01	2630	610	1	001	000	\$312.54
73	BOMGAARS SUPPLY	TRIMMERS	01	2630	610	2	001	000	\$312.54
74	BOMGAARS SUPPLY	CUSTODIAL PARTS AND TOOLS	01	2610	610	1	001	000	\$28.45
75	BOMGAARS SUPPLY	CUSTODIAL PARTS AND TOOLS	01	2610	610	2	001	000	\$28.44
76	BOMGAARS SUPPLY	CHAINSAW SUPPLIES	01	2630	610	1	001	000	\$33.49
77	BOMGAARS SUPPLY	CHAINSAW SUPPLIES	01	2630	610	2	001	000	\$33.49
78	BOMGAARS SUPPLY	CHAINSAW SUPPLIES	01	2630	610	1	001	000	-\$3.50
79	BOMGAARS SUPPLY	CHAINSAW SUPPLIES	01	2630	610	2	001	000	-\$3.50
80	BOMGAARS SUPPLY	TOGGLE SWITCH	01	2620	610	1	001	000	\$4.25
81	BOMGAARS SUPPLY	TOGGLE SWITCH	01	2620	610	2	001	000	\$4.24
82	BOMGAARS SUPPLY	SOLAR SALT	01	2620	610	2	001	001	\$89.85
83	BOMGAARS SUPPLY	DRIVER SET	01	2620	610	1	001	000	\$31.00
84	BOMGAARS SUPPLY	DRIVER SET	01	2620	610	2	001	000	\$30.99
85	BOMGAARS SUPPLY	MARKING FLAGS	01	2620	610	1	001	000	\$37.48
86	BOMGAARS SUPPLY	MARKING FLAGS	01	2620	610	2	001	000	\$37.47
87	BOMGAARS SUPPLY	MAINT SUPPLIES	01	2620	610	1	001	000	\$96.49
88	BOMGAARS SUPPLY	MAINT SUPPLIES	01	2620	610	2	001	000	\$96.49
89	BOMGAARS SUPPLY	SPRAY PAINT, HOSE MENDER	01	2620	610	1	001	000	\$18.38
90	BOMGAARS SUPPLY	SPRAY PAINT, HOSE MENDER	01	2620	610	2	001	000	\$18.37
91	BOMGAARS SUPPLY	CAULK	01	2620	610	1	001	000	\$7.99
92	BOMGAARS SUPPLY	CAULK	01	2620	610	2	001	000	\$7.99
93	BOMGAARS SUPPLY	SCRUB BRUSHES	01	2610	610	2	001	002	\$21.98
94	BOMGAARS SUPPLY	MAINT SUPPLIES	01	2620	610	1	001	000	\$6.02
95	BOMGAARS SUPPLY	MAINT SUPPLIES	01	2620	610	2	001	000	\$6.01

96	BOMGAARS SUPPLY	SOFTNER SALT	01 2620 610 1 001 009	\$179.70
97	BRINK, BLAIR	NURSES CONFERENCE	01 2130 580 2 004 000	\$36.51
98	BSN SPORTS,	FITNESS GRAM	01 1100 643 1 414 014	\$149.00
99	BSN SPORTS,	CLASSROOM SUPPLIES	01 1100 610 2 143 002	\$54.54
100	BUTTERFIELD, SHAD	CDL	01 2710 890 1 001 000	\$30.00
101	BUTTERFIELD, SHAD	CDL	01 2710 890 2 001 000	\$30.00
	CAPITAL BUSINESS SYSTEMS, INC	COPIES	01 2410 340 2 209 001	\$2.40
102				
	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 2 016 001	\$12.19
103				
	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 1 104 010	\$2.09
104				
	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 1 201 003	\$35.58
105				
	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 1 302 004	\$38.91
106				
	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1190 610 1 163 021	\$52.37
107				
	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 1 602 005	\$9.58
108				
	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 1 430 014	\$103.35
109				
	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 2 209 001	\$219.50
110				
	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 2 141 002	\$32.04
111				
	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 1 705 008	\$20.44
112				

113	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 1 819 009	\$33.77
114	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1100 340 1 904 012	\$3.58
115	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 2620 431 0 001 000	\$7.75
116	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1200 610 1 004 000	\$89.68
117	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1200 610 2 004 000	\$89.67
118	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1291 610 1 017 000	\$4.54
119	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1292 610 1 017 000	\$4.54
120	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 1 001 021	\$0.36
121	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 1 001 010	\$6.90
122	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 1 001 003	\$15.19
123	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 1 001 004	\$8.83
124	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 2 001 002	\$0.05
125	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 1 001 005	\$0.99
126	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 1 001 012	\$5.88

127	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 1 001 014	\$3.22
128	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 2 001 001	\$16.30
129	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 1 001 008	\$8.20
130	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 1300 610 1 001 009	\$4.04
131	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 2530 340 1 001 000	\$1,543.96
132	CAPITAL BUSINESS SYSTEMS, INC	COPIES AND PRINTER	01 2530 340 2 001 000	\$1,543.96
133	CARD SERVICES	INDOOR PLAY-EXPANSION GRANT	01 3540 610 1 017 021	\$1,023.90
134	CARRIKER, TONYA	STAFF MILEAGE	01 2151 333 1 004 000	\$570.38
135	CARRIKER, TONYA	STAFF MILEAGE	01 2151 333 1 004 000	\$527.73
136	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 2230 650 1 005 000	\$998.97
137	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 2230 650 2 005 000	\$998.97
138	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 1100 610 1 104 010	\$1,584.18
139	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 1100 610 1 201 003	\$854.00
140	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 1100 610 1 602 005	\$101.06
141	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 1100 650 1 802 009	\$1,382.06
142	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 1100 650 2 141 002	\$854.00
143	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 2410 610 2 209 001	\$2,531.73
144	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 1200 650 1 004 003	\$1,159.56
145	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 1200 650 1 004 010	\$10.86
146	CDW GOVERNMENT, INC	PROJECTOR/MOUNT KIT	01 1200 650 1 004 008	\$1,101.00
147	CENTURY LUMBER CO	EPOXY	01 2620 610 2 001 002	\$257.45
148	CITY OF NORFOLK	GRASS/LEAVES	01 2630 420 1 001 000	\$1.50
149	CITY OF NORFOLK	GRASS/LEAVES	01 2630 420 2 001 000	\$1.50
150	CITY OF NORFOLK	TREE WASTE	01 2630 420 1 001 000	\$1.81
151	CITY OF NORFOLK	TREE WASTE	01 2630 420 2 001 000	\$1.80
152	CITY OF NORFOLK	TREE WASTE	01 2630 420 1 001 000	\$1.50

153	CITY OF NORFOLK	TREE WASTE	01 2630 420 2 001 000	\$1.50
154	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 1 001 000	\$201.73
155	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 2 001 000	\$201.73
156	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 1 001 000	\$263.19
157	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 2 001 000	\$263.19
158	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 1 001 009	\$457.83
159	CITY OF NORFOLK	TREE WASTE	01 2630 420 1 001 000	\$1.50
160	CITY OF NORFOLK	TREE WASTE	01 2630 420 2 001 000	\$1.50
161	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 1 001 005	\$381.39
162	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 1 001 005	\$300.23
163	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 1 001 005	\$293.14
164	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 1 001 005	\$269.50
165	CITY OF NORFOLK	RESIDENTIAL WASTE	01 2630 420 1 001 005	\$227.73
166	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 010	\$541.62
167	CITY OF NORFOLK	WATER/SEWER	01 2610 410 2 001 001	\$2,368.59
168	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 014	\$1,140.52
169	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 021	\$664.41
170	COHN, STEPHANIE	MANDT TRAINING TRAVEL	01 1200 333 1 004 000	\$104.15
171	COLLINS, CALLAN	STAFF MILEAGE	01 2320 333 1 033 000	\$1.64
172	COLLINS, CALLAN	STAFF MILEAGE	01 2320 333 2 033 000	\$1.64
	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	CORD PLUG	01 2610 610 1 001 000	\$4.11
173				
	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	CORD PLUG	01 2610 610 2 001 000	\$4.10
174				
175	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 1190 580 1 163 021	\$196.00
176	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2320 580 1 033 000	\$98.00
177	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2320 580 2 033 000	\$98.00
178	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2670 580 1 035 000	\$98.00
179	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2670 580 2 035 000	\$98.00
180	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 2 209 001	\$196.00
181	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 2 141 002	\$98.00

182	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 1 302 004	\$196.00
183	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 1 904 012	\$196.00
184	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 1 430 014	\$196.00
185	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 1 201 003	\$196.00
186	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 2 209 001	\$196.00
187	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2211 580 1 901 000	\$98.00
188	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2211 580 2 901 000	\$98.00
189	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 1 802 009	\$196.00
190	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 1 430 014	\$196.00
191	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 1200 580 1 004 000	\$98.00
192	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 1200 580 2 004 000	\$98.00
193	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 1 101 010	\$98.00
194	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 2 141 002	\$196.00
195	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 2 209 001	\$98.00
196	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 2 209 001	\$98.00
197	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 2 209 001	\$196.00
198	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 1 705 008	\$196.00
199	COUNTRY INN AND SUITES	LODGING FOR CY WAKEMAN	01 2410 580 2 141 002	\$196.00
200	CRONIN, JOSLYNN	PARENT MILEAGE	01 2713 332 1 004 021	\$98.25
201	DEARY'S GYMNASTICS SUPPLY	INDOOR PLAY ITEMS	01 3540 610 1 017 021	\$6,348.25
202	DITTER, KERSTIN	TRAINING	01 3541 580 1 004 000	\$14.79
203	DREAMBOX LEARNING, INC	DREAMBOX LEARNING MATH	01 1200 643 1 004 000	\$4,494.00
204	DREAMBOX LEARNING, INC	DREAMBOX LEARNING MATH	01 1200 643 2 004 000	\$4,494.00
205	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$28.80
206	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$28.80
207	EAKES OFFICE PLUS	HALLWAY SIGNS	01 1100 610 1 302 004	\$98.77
208	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$25.28
209	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$25.28
210	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$64.20
211	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$64.20
212	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$814.34
213	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$814.34
214	EAKES OFFICE PLUS	NAME PLATE	01 1190 610 1 163 021	\$14.60
215	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$630.50

216	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$630.50
217	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$110.05
218	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$110.05
219	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	-\$159.75
220	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	-\$159.75
221	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	-\$78.52
222	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	-\$78.52
223	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$78.52
224	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$78.52
225	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$488.93
226	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$488.93
227	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	-\$247.70
228	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	-\$247.70
229	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	-\$241.23
230	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	-\$241.23
231	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$63.05
232	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$63.05
233	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	-\$63.05
234	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	-\$63.05
235	EAKES OFFICE PLUS	COORIDOR SIGN W/WALL HANGER	01 1190 610 1 163 021	\$27.22
236	ECHO GROUP INC	MAINT. SUPPLIES	01 2620 610 1 001 000	\$415.65
237	ECHO GROUP INC	MAINT. SUPPLIES	01 2620 610 2 001 000	\$415.65
238	ECHO GROUP INC	BULBS	01 2620 610 1 001 010	\$77.70
239	ECHO GROUP INC	BULBS	01 2620 610 1 001 000	\$116.55
240	ECHO GROUP INC	BULBS	01 2620 610 2 001 000	\$116.55
241	ECHO GROUP INC	BULBS	01 2620 610 1 001 000	\$83.65
242	ECHO GROUP INC	BULBS	01 2620 610 2 001 000	\$83.65
243	ECHO GROUP INC	BULBS	01 2620 610 1 001 000	\$50.08
244	ECHO GROUP INC	BULBS	01 2620 610 2 001 000	\$50.08
245	ECHO GROUP INC	BALLAST	01 2620 610 1 001 003	\$132.94
246	EGAN SUPPLY COMPANY	REPAIR PARTS	01 2610 610 1 001 000	\$326.18
247	EGAN SUPPLY COMPANY	REPAIR PARTS	01 2610 610 2 001 000	\$326.17
248	EGAN SUPPLY COMPANY	COOP SUPPLIES	01 1100 610 2 204 001	\$91.92
249	EGAN SUPPLY COMPANY	COOP SUPPLIES	01 1200 610 2 291 001	\$5.62

250	EGAN SUPPLY COMPANY	SQUEEGEE	01 2620 610 1 001 021	\$106.15
251	EGAN SUPPLY COMPANY	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$6,265.81
252	EGAN SUPPLY COMPANY	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$6,265.81
253	E-LOCAL LINK INC.	WEBSITE/VIDEO CONTENT	01 2310 540 1 010 000	\$2,747.50
254	E-LOCAL LINK INC.	WEBSITE/VIDEO CONTENT	01 2310 540 2 010 000	\$2,747.50
255	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 1 001 000	\$171.12
256	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 2 001 000	\$171.11
257	ESU #3	EL COLLABORATIVE CONFERENCE	01 6925 330 2 004 000	\$100.00
258	ESU 8	SPED STUDENT RECORD SYSTEM	01 1200 350 1 004 000	\$4,506.50
259	ESU 8	SPED STUDENT RECORD SYSTEM	01 1200 350 2 004 000	\$4,506.50
	FAIRFIELD INN & SUITES MARRIOTT	NCE CONF LODGING	01 6700 580 2 028 002	\$359.85
260				
	FAIRFIELD INN & SUITES MARRIOTT	NCE CONF LODGING	01 6700 580 2 028 001	\$359.85
261				
	FAMILY PHYSICAL THERAPY & SPORTS CENTER	BIRTH TO 5 OT SERVICES	01 2163 320 1 004 000	\$3,150.00
262				
	FAMILY PHYSICAL THERAPY & SPORTS CENTER	BIRTH TO 5 OT SERVICES	01 2162 320 1 004 000	\$3,150.00
263				
	FAMILY PHYSICAL THERAPY & SPORTS CENTER	BIRTH TO 5 OT MILEAGE	01 2163 334 1 004 000	\$38.13
264				
	FAMILY PHYSICAL THERAPY & SPORTS CENTER	BIRTH TO 5 OT MILEAGE	01 2162 334 1 004 000	\$38.12
265				
	FAMILY PHYSICAL THERAPY & SPORTS CENTER	BIRTH-5 CONTRACTED OT SERVICES	01 2163 320 1 004 000	\$3,282.00
266				
	FAMILY PHYSICAL THERAPY & SPORTS CENTER	BIRTH-5 CONTRACTED OT SERVICES	01 2162 320 1 004 000	\$3,282.00
267				

	FAMILY PHYSICAL THERAPY & SPORTS CENTER	BIRTH-5 CONTRACTED OT SERVICES	01 2163 334 1 004 000	\$37.19
268				
	FAMILY PHYSICAL THERAPY & SPORTS CENTER	BIRTH-5 CONTRACTED OT SERVICES	01 2162 334 1 004 000	\$37.19
269				
	FASTENAL INDUSTRIAL & CONSTRUCTION SUP.	MAINT DEPT SUPPLIES	01 2620 610 1 001 000	\$33.37
270				
	FASTENAL INDUSTRIAL & CONSTRUCTION SUP.	MAINT DEPT SUPPLIES	01 2620 610 2 001 000	\$33.37
271				
	FATHER FLANAGAN'S BOYS' HOME	DUNCAN DAY SCHOOL MAY 2023	01 1200 561 2 004 000	\$3,627.97
272				
273	FATT SUNNIE STUDIOS	JOHNNY CARSON CONTRACTED TECH	01 2510 340 1 001 000	\$1,250.00
274	FATT SUNNIE STUDIOS	JOHNNY CARSON CONTRACTED TECH	01 2510 340 2 001 000	\$1,250.00
275	FERNAU, JESSICA	STAFF MILEAGE	01 1292 333 1 004 000	\$40.41
276	FILTER SHOP, INC, THE	FILTERS	01 2620 610 1 001 000	\$2,060.29
277	FILTER SHOP, INC, THE	FILTERS	01 2620 610 2 001 000	\$2,060.29
278	FIND YOUR GRIND INC.	FUTURE READY STUDENTS	01 2410 643 2 209 001	\$3,000.00
279	FLOORING SOLUTIONS	CARPET	01 2620 610 1 001 000	\$32.40
280	FLOORING SOLUTIONS	CARPET	01 2620 610 2 001 000	\$32.40
281	FLOORING SOLUTIONS	JH FLOORING	01 2620 610 2 001 002	\$100.00
282	FOX, CINDY	NURSING CONFERENCE	01 2130 580 1 004 000	\$32.77
283	FOX, CINDY	NURSING CONFERENCE	01 2130 580 2 004 000	\$32.76
284	FUN AND FUNCTION, LLC	PLAY EQUIPMENT	01 3540 610 1 017 021	\$1,207.94
	GENERAL FIRE AND SAFETY EQUIPMENT CO. OF OMAHA, NE	SEMI ANUUAL VEHICLE INSPECTION	01 2710 340 1 001 000	\$294.50
285				
	GENERAL FIRE AND SAFETY EQUIPMENT CO. OF OMAHA, NE	SEMI ANUUAL VEHICLE INSPECTION	01 2710 340 2 001 000	\$294.50
286				
287	GLASS EDGE INC, THE	SHOWCASE LOCKS	01 1100 610 2 141 002	\$56.00

288	GLASS EDGE INC, THE	INSTALLED GLASS	01	2620	610	1	001	008	\$655.00
289	GROSSERODE, SAMANTHA	PARENT MILEAGE	01	2713	332	1	004	021	\$119.21
290	HAFER, AMANDA	LHNE TEACHER	01	6310	333	2	028	000	\$165.06
291	HAFER, AMANDA	LHNE TEACHER	01	6310	580	2	028	000	\$359.85
292	HAFER, AMANDA	LHNE TEACHER	01	6310	330	2	028	000	\$370.00
293	HAND2MIND	CLASSROOM SUPPLIES	01	1200	610	1	155	010	\$146.89
294	HAND2MIND	CLASSROOM SUPPLIES	01	1200	610	1	155	010	\$65.97
295	HASTREITER, SHELLEY	SOLUTION TREE PLC CONFERENCE	01	6310	580	1	028	000	\$70.60
296	HENERY, HANNAH	PARENT MILEAGE	01	2713	332	1	004	021	\$222.70
297	HENKEL, KARL	STAFF MILEAGE	01	1100	333	2	001	000	\$21.62
298	HOFMANN PLUMBING	REPAIR LEAK	01	2620	431	2	001	002	\$122.40
299	HOLIDAY INN	PBIS CONF LODGING	01	6990	580	1	001	000	\$134.47
300	HOLIDAY INN	PBIS CONF LODGING	01	6990	580	2	001	000	\$134.47
301	HOLIDAY INN EXPRESS	GNS/GNSA MEETING	01	2320	580	1	033	000	\$149.95
302	HOLIDAY INN EXPRESS	GNS/GNSA MEETING	01	2320	580	2	033	000	\$149.95
303	HOLIDAY INN KEARNEY	LODGING FOR NURSES CONF	01	2130	580	1	004	000	\$114.95
304	HOLIDAY INN KEARNEY	LODGING FOR NURSES CONF	01	2130	580	2	004	000	\$114.95
305	HOLIDAY INN KEARNEY	LODGING FOR NURSES CONF	01	2130	580	1	004	000	\$114.95
306	HOLIDAY INN KEARNEY	LODGING FOR NURSES CONF	01	2130	580	2	004	000	\$114.95
307	HOLIDAY INN KEARNEY	LODGING FOR NURSES CONF	01	2130	580	1	004	000	\$114.95
308	HOLIDAY INN KEARNEY	LODGING FOR NURSES CONF	01	2130	580	2	004	000	\$114.95
309	HOME DEPOT PRO, THE	RESURFACE GYM FLOOR SUPPLIES	01	2610	610	2	001	001	\$2,608.05
310	HOME DEPOT PRO, THE	DAMP MOP	01	2610	610	2	001	001	\$193.90
311	HOME DEPOT PRO, THE	CAN LINERS	01	2610	610	1	001	000	\$183.45
312	HOME DEPOT PRO, THE	CAN LINERS	01	2610	610	2	001	000	\$183.45
313	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01	2610	610	1	001	000	\$12.50
314	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01	2610	610	2	001	000	\$12.50
315	HOME DEPOT PRO, THE	SOAP DISPENSERS	01	2610	610	1	001	010	\$140.00
316	HUBBARD, TYRONE	MANDT TRAINING	01	1200	333	1	004	000	\$94.32
317	IMAGINE LEARNING, LLC	DIGITAL LIBRARIES	01	1100	643	2	016	001	\$24,095.70
318	IMAGINE LEARNING, LLC	DIGITAL LIBRARIES	01	2410	643	2	209	001	\$2,404.30
319	IXL LEARNING	IXL LEARNING	01	6969	340	1	028	000	\$2,143.00
320	JEO CONSULTING GROUP, INC	JH TRACK REPLACEMENT	01	2620	431	2	001	002	\$4,350.00
321	JOSTENS	FREE/REDUCED CAPS AND GOWNS	01	2190	810	2	001	001	\$178.00

322	JOSTENS	FREE/REDUCED CAPS AND GOWNS	01 2190 810 2 001 001	\$44.50
323	JOSTENS	FREE/REDUCED CAPS AND GOWNS	01 2190 810 2 001 001	\$890.00
324	JOSTENS	FREE/REDUCED CAPS AND GOWNS	01 2190 810 2 001 001	\$890.00
325	JOSTENS	FREE/REDUCED CAPS AND GOWNS	01 2190 810 2 001 001	\$89.00
326	JOSTENS	FREE/REDUCED CAPS AND GOWNS	01 2190 810 2 001 001	\$1,735.50
327	KELLY SUPPLY COMPANY	PLASITIC PIPE, CLAMP	01 2620 610 1 001 000	\$40.71
328	KELLY SUPPLY COMPANY	PLASITIC PIPE, CLAMP	01 2620 610 2 001 000	\$40.71
329	KELLY SUPPLY COMPANY	VINYL TUBE	01 2610 610 1 001 000	\$0.93
330	KELLY SUPPLY COMPANY	VINYL TUBE	01 2610 610 2 001 000	\$0.92
331	KELLY SUPPLY COMPANY	BELTS	01 2620 610 1 001 009	\$45.21
332	KELLY SUPPLY COMPANY	SH MAINT SUPPLIES	01 2620 610 2 001 001	\$11.60
333	KING'S LANES	BOWLING FOR AFTERSHOCK	01 6989 610 1 001 014	\$238.92
334	KING'S LANES	BOWLING FOR AFTERSHOCK	01 6989 610 2 001 002	\$238.92
335	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 1 004 000	\$6.09
336	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 2 004 000	\$6.09
337	KNIGHT, KARLA	STAFF MILEAGE	01 2152 333 1 004 021	\$6.09
338	KNIGHT, KARLA	STAFF MILEAGE	01 2153 333 1 004 000	\$6.10
339	KOCK, TONYA	PARENT MILEAGE	01 2713 332 1 004 021	\$81.74
340	KORTH, JESSIE	BIRTH-AGE 5 CONTRACTED PT	01 2173 320 1 004 000	\$1,248.99
341	KORTH, JESSIE	BIRTH-AGE 5 CONTRACTED PT	01 2172 320 1 004 000	\$1,248.99
342	KORTH, JESSIE	BIRTH-AGE 5 CONTRACTED PT	01 2173 334 1 004 000	\$40.91
343	KORTH, JESSIE	BIRTH-AGE 5 CONTRACTED PT	01 2172 334 1 004 000	\$40.90
344	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$416.28
345	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 2 001 000	\$416.29
346	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 000	\$73.50
347	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 2 001 000	\$73.50
348	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 014	\$49.00
349	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 2 001 001	\$49.00
350	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 2 001 002	\$49.00
351	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 2 001 001	\$49.00
352	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 004	\$49.00
353	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 003	\$49.00
354	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 009	\$49.00
355	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 008	\$49.00

356	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 010	\$49.00
357	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 012	\$49.00
358	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 005	\$49.00
359	KUSTOM PEST CONTROL	PEST CONTROL	01 2630 340 1 001 021	\$49.00
360	LAKESHORE LEARNING MATERIALS	GENERAL SUPPLIES	01 1100 610 1 028 005	\$68.98
361	LAMPERT, CHRISTINE	STAFF MILEAGE	01 1200 333 1 004 000	\$13.69
362	LAMPERT, CHRISTINE	STAFF MILEAGE	01 1200 333 2 004 000	\$13.69
363	LANDKAMER FLAG SALES	FLAGS	01 1100 610 2 141 002	\$123.00
364	LAWNCO	LAWN SERVICE (2022-2024)	01 2630 420 1 001 000	\$3,939.00
365	LAWNCO	LAWN SERVICE (2022-2024)	01 2630 420 2 001 000	\$3,938.99
366	LINCOLN PUBLIC SCHOOLS	SUPPORTING POSITIVE BEHAVIOR	01 6990 330 1 001 000	\$187.50
367	LINCOLN PUBLIC SCHOOLS	SUPPORTING POSITIVE BEHAVIOR	01 6990 330 2 001 000	\$187.50
368	LONDON, JAMIE	CY WAKMAN CONFERENCE TRAVEL	01 2410 333 1 302 004	\$97.60
369	LONDON, JAMIE	PBIS CONFERENCE TRAVEL	01 6990 333 1 001 000	\$86.14
370	LONDON, JAMIE	PBIS CONFERENCE TRAVEL	01 6990 333 2 001 000	\$86.13
371	LOVE SIGNS, INC	DOUBLE FACED FLAG MOUNTS	01 2670 610 1 035 000	\$409.48
372	LUHR, MARY	STAFF MILEAGE	01 1200 333 1 004 000	\$133.30
373	LUHR, MARY	STAFF MILEAGE	01 1200 333 2 004 000	\$133.29
374	LUNCHTIME SOLUTIONS, INC.	COOKIES FOR 100 YEAR	01 2310 890 1 010 000	\$250.00
375	LUNCHTIME SOLUTIONS, INC.	COOKIES FOR 100 YEAR	01 2310 890 2 010 000	\$250.00
376	M AND B QUALITY CONCRETE	FLOOR REPLACEMENT	01 2620 431 1 001 000	\$9,329.50
377	M AND B QUALITY CONCRETE	FLOOR REPLACEMENT	01 2620 431 2 001 000	\$9,329.50
378	MARATHON PRESS INC	GRADUATION TICKETS	01 2490 610 2 209 001	\$308.00
379	MARATHON PRESS INC	REPORT CARD ENVELOPES	01 1100 610 1 028 000	\$662.00
380	MARATHON PRESS INC	BUSINESS CARDS	01 2410 610 2 209 001	\$260.00
381	MARTINEZ, ESMERALDA	PLC CONFERENCE	01 6310 580 2 028 000	\$63.00
382	MATHESON TRI-GAS INC.	OXYACETYLENE TORCH SET	01 6700 610 2 028 001	\$1,794.56
383	MATHESON TRI-GAS INC.	MONTHLY MATERIALS	01 2620 610 1 001 000	\$90.30
384	MATHESON TRI-GAS INC.	MONTHLY MATERIALS	01 2620 610 2 001 000	\$90.30
385	MATTEO SAND & GRAVEL	ARMOR COAT	01 2630 610 1 001 009	\$363.26
386	MATTEO SAND & GRAVEL	ARMOR COAT	01 2630 610 1 001 009	\$793.50
387	MATTEO SAND & GRAVEL	ARMOR COAT	01 2630 610 1 001 005	\$1,587.00
388	MCNALLY, JILL	APRIL 2023 RBI COACHING	01 6416 340 1 017 000	\$325.00

389	MCNALLY, JILL	MAY 2023 RBI COACHING	01 6416 340 1 017 000	\$87.50
390	MEISINGER OIL CO	33 LB FL CYL	01 2630 610 1 001 000	\$13.38
391	MEISINGER OIL CO	33 LB FL CYL	01 2630 610 2 001 000	\$13.37
392	MEISINGER OIL CO	NO LEAD	01 2712 626 1 001 000	\$1,799.32
393	MEISINGER OIL CO	NO LEAD	01 2650 626 1 001 000	\$3,598.63
394	MEISINGER OIL CO	NO LEAD	01 2650 626 2 001 000	\$3,598.63
395	MENARDS	RIVER ROCK, SLATE	01 2630 610 1 001 021	\$23.44
396	MENARDS	PAINTING SUPPLIES	01 2620 610 1 001 008	\$53.10
397	MENARDS	MAINT SUPPLIES	01 2620 610 1 001 014	\$7.17
398	MENARDS	PAINTING SUPPLIES	01 2620 610 2 001 001	\$147.65
399	MENARDS	PAINTING SUPPLIES	01 2620 610 2 001 002	\$112.87
400	MENARDS	PAINTING SUPPLIES	01 2620 610 1 001 004	\$97.21
401	MENARDS	HOSE	01 2620 610 1 001 010	\$39.31
402	MENARDS	MAINT SUPPLIES FOR MS	01 2620 610 1 001 014	\$11.81
403	MENARDS	STAINLESS STEEL SCOOP	01 2620 610 1 001 000	\$9.98
404	MENARDS	STAINLESS STEEL SCOOP	01 2620 610 2 001 000	\$9.98
405	MENARDS	MAINT AND CUSTODIAL SUPPLIES	01 2620 610 1 001 000	\$7.85
406	MENARDS	MAINT AND CUSTODIAL SUPPLIES	01 2620 610 2 001 000	\$7.85
407	MENARDS	MAINT AND CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$43.70
408	MENARDS	MAINT AND CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$43.69
409	MENARDS	MAINT SUPPLIES	01 2620 610 2 001 001	\$9.47
410	MENARDS	PAINTING SUPPLIES	01 2620 610 2 001 001	\$152.98
411	MENARDS	HOSE	01 2620 610 1 001 010	\$22.46
412	MENARDS	PAINT SUPPLIES	01 2620 610 2 001 001	\$23.74
413	MENARDS	VALVES AND CLAMPS	01 2620 610 2 001 002	\$41.12
414	MENARDS	CART FOR KOHLER	01 2620 610 1 001 012	\$9.49
415	MENARDS	HOSE CLAMP	01 2620 610 2 001 002	\$1.98
416	MENARDS	MAINT SUPPLIES	01 2630 610 1 001 000	\$243.91
417	MENARDS	MAINT SUPPLIES	01 2630 610 2 001 000	\$243.91
418	MENARDS	MAINT SUPPLIES	01 2620 610 1 001 000	\$4.26
419	MENARDS	MAINT SUPPLIES	01 2620 610 2 001 000	\$4.26
420	MENARDS	PAID TO WRONG VENDOR	01 2650 610 1 001 000	-\$110.29
421	MENARDS	MAINT SUPPLIES	01 2620 610 1 001 000	\$2.93
422	MENARDS	MAINT SUPPLIES	01 2620 610 2 001 000	\$2.93

423	MENARDS	INSERT PLUG	01	2620	610	1	001	000	\$5.28
424	MENARDS	INSERT PLUG	01	2620	610	2	001	000	\$5.28
425	MENARDS	WP SUPPLIES	01	2620	610	1	001	012	\$60.93
426	MENARDS	1X1 FEMALE TEES	01	2620	610	1	001	000	\$9.54
427	MENARDS	1X1 FEMALE TEES	01	2620	610	2	001	000	\$9.54
428	MENARDS	WET/DRY VAC	01	2610	610	1	001	021	\$79.99
429	MENARDS	SOCKET DRIVE BITS	01	2620	610	1	001	000	\$4.98
430	MENARDS	SOCKET DRIVE BITS	01	2620	610	2	001	000	\$4.97
431	MENARDS	PLUMBING SUPPLIES	01	2620	610	1	001	000	\$23.47
432	MENARDS	PLUMBING SUPPLIES	01	2620	610	2	001	000	\$23.46
433	MENARDS	VALVE	01	2620	610	1	001	000	\$17.54
434	MENARDS	VALVE	01	2620	610	2	001	000	\$17.54
435	MENARDS	VALVE	01	2620	610	2	001	002	\$17.54
436	MENARDS	VALVE	01	2620	610	1	001	000	\$17.54
437	MENARDS	VALVE	01	2620	610	2	001	000	\$17.54
438	MENARDS	MAINT SUPPLIES	01	2620	610	1	001	000	\$4.14
439	MENARDS	MAINT SUPPLIES	01	2620	610	2	001	000	\$4.13
440	MENARDS	MAINT SUPPLIES	01	2620	610	1	001	000	\$80.00
441	MENARDS	MAINT SUPPLIES	01	2620	610	2	001	000	\$79.99
442	MENARDS	SUPPLIES	01	2620	610	2	001	002	\$9.98
443	MENARDS	SUPPLIES	01	2620	610	1	001	000	\$15.84
444	MENARDS	SUPPLIES	01	2620	610	2	001	000	\$15.84
445	MENARDS	MAINT SUPPLIES	01	2620	610	1	001	000	\$11.44
446	MENARDS	MAINT SUPPLIES	01	2620	610	2	001	000	\$11.43
447	MENARDS	MAINT/LAWN SUPPLIES	01	2620	610	1	001	000	\$59.98
448	MENARDS	MAINT/LAWN SUPPLIES	01	2620	610	2	001	000	\$59.97
449	MENARDS	SUPPLIES	01	2620	610	1	001	014	\$109.80
450	MENARDS	SUPPLIES	01	2620	610	1	001	008	\$37.76
451	MENARDS	SUPPLIES	01	2620	610	1	001	000	\$7.49
452	MENARDS	SUPPLIES	01	2620	610	2	001	000	\$7.49
453	MENARDS	BUILDING SUPPLIES	01	2620	610	2	001	001	\$38.93
454	MENARDS	BUILDING SUPPLIES	01	2620	610	2	001	002	\$62.40
455	MENARDS	BUILDING SUPPLIES	01	2620	610	1	001	003	\$39.73
456	MENARDS	EXTENSION CORD	01	2610	610	1	001	009	\$54.99

457	MENARDS	MAINT SUPPLIES	01 2620 610 1 001 000	\$37.99
458	MENARDS	MAINT SUPPLIES	01 2620 610 2 001 000	\$37.98
459	MENARDS	SAFETY CONES	01 2620 610 1 001 000	\$16.79
460	MENARDS	SAFETY CONES	01 2620 610 2 001 000	\$16.79
461	MENARDS	TAPE	01 2620 610 2 001 001	\$17.97
462	MENARDS	DIE CUT LETTERS/NUMBERS	01 2620 610 1 001 000	\$4.98
463	MENARDS	DIE CUT LETTERS/NUMBERS	01 2620 610 2 001 000	\$4.98
464	MENARDS	MS SUPPLIES	01 2620 610 1 001 014	\$40.27
465	MENARDS	MAINT. SUPPLIES	01 2630 610 1 001 000	\$159.99
466	MENARDS	MAINT. SUPPLIES	01 2630 610 2 001 000	\$159.99
467	MENARDS	MAINT DEPT WS SUPPLY	01 2620 610 1 001 009	\$4.88
468	MENARDS	SOLDERING GUN	01 2610 610 1 001 000	\$15.00
469	MENARDS	SOLDERING GUN	01 2610 610 2 001 000	\$14.99
470	MENARDS	PAINTING SUPPLIES	01 2620 610 2 001 002	\$88.89
471	MENARDS	BRUSHES	01 2610 610 2 001 002	\$4.58
472	MICROFILM IMAGING SYSTEMS	SERVICE AGREEMENT	01 2510 340 1 001 000	\$1,042.00
473	MICROFILM IMAGING SYSTEMS	SERVICE AGREEMENT	01 2510 340 2 001 000	\$1,042.00
474	MIDWEST TENNIS & TRACK	SH TRACK MAINTENANCE	01 2620 431 2 001 001	\$9,000.00
475	MIDWEST TURF & IRRIGATION	MAINT SUPPLIES	01 2620 610 1 001 000	\$532.06
476	MIDWEST TURF & IRRIGATION	MAINT SUPPLIES	01 2620 610 2 001 000	\$532.06
477	MIDWEST TURF & IRRIGATION	MAINT SUPPLIES	01 2630 610 1 001 000	\$363.73
478	MIDWEST TURF & IRRIGATION	MAINT SUPPLIES	01 2630 610 2 001 000	\$363.73
479	MODEL ELECTRIC INC	REPAIR TO DOOR #1	01 2620 431 2 001 001	\$123.11
480	MODEL ELECTRIC INC	EMERGENCY LIGHTS, BATTERIES	01 2620 431 1 001 000	\$755.46
481	MODEL ELECTRIC INC	EMERGENCY LIGHTS, BATTERIES	01 2620 431 2 001 000	\$755.46
482	MODEL ELECTRIC INC	REPAIR TO JH CHILLER	01 2620 431 2 001 002	\$238.00
483	MODEL ELECTRIC INC	INSTALLED OUTLET FOR CAMERA	01 2620 431 1 001 000	\$63.05
484	MODEL ELECTRIC INC	INSTALLED OUTLET FOR CAMERA	01 2620 431 2 001 000	\$63.05
485	MODEL ELECTRIC INC	CHANGED LIGHTS AT THEATRE	01 2620 431 2 715 001	\$216.00
	MONTESSORI RESEARCH & DEVELOPMENT, LLC	CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$377.18
486				
487	NAESP REGION III	REGION III MEMBERSHIP 2023-24	01 2410 810 1 430 014	\$40.00
488	NAPA OF NORFOLK	BATTERY VEHICLE #37	01 2712 610 1 001 000	\$332.98

489	NAPA OF NORFOLK	VEHICLE SUPPLIES #4 AND #5	01 2710 610 1 001 000	\$116.46
490	NAPA OF NORFOLK	VEHICLE SUPPLIES #4 AND #5	01 2710 610 2 001 000	\$116.45
491	NAPA OF NORFOLK	BATTERY	01 2620 610 1 001 000	\$2.75
492	NAPA OF NORFOLK	BATTERY	01 2620 610 2 001 000	\$2.74
493	NAPA OF NORFOLK	INSERT/FITTING	01 2650 610 1 001 000	\$4.74
494	NAPA OF NORFOLK	INSERT/FITTING	01 2650 610 2 001 000	\$4.73
495	NASCD	MEMBERSHIP	01 2410 610 1 302 004	\$40.00
496	NATUS MEDICAL INC	CALIBRATE AUDIOMETERS AND	01 2130 340 1 004 000	\$278.00
497	NATUS MEDICAL INC	CALIBRATE AUDIOMETERS AND	01 2130 340 2 004 000	\$278.00
498	NCS PEARSON	TESTING SUPPLIES	01 2141 610 1 014 000	\$62.78
499	NCS PEARSON	TESTING SUPPLIES	01 2141 610 2 014 000	\$62.77
500	NCS PEARSON	TESTING SUPPLIES	01 2142 610 1 014 000	\$13.95
501	NCS PEARSON	TESTING SUPPLIES	01 2141 610 1 014 000	\$36.05
502	NCS PEARSON	TESTING SUPPLIES	01 2141 610 2 014 000	\$36.04
503	NCS PEARSON	TESTING SUPPLIES	01 2142 610 1 014 000	\$8.01
504	NCS PEARSON	TESTING SUPPLIES	01 2141 610 1 014 000	\$44.55
505	NCS PEARSON	TESTING SUPPLIES	01 2141 610 2 014 000	\$44.55
506	NCS PEARSON	TESTING SUPPLIES	01 2142 610 1 014 000	\$9.90
507	NCSA	LEGAL IMPLICATIONS/NCSA	01 2320 330 1 033 000	\$25.00
508	NCSA	LEGAL IMPLICATIONS/NCSA	01 2320 330 2 033 000	\$25.00
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 1 001 010	\$2,644.30
509				
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 1 001 003	\$2,788.44
510				
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 1 001 004	\$1,631.95
511				
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 1 001 005	\$2,314.03
512				
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 1 001 008	\$2,906.01
513				
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 1 001 009	\$1,928.35
514				

	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 2 001 002	\$15,374.03
515				
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 2 001 001	\$46,002.94
516				
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 1 001 014	\$9,013.67
517				
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 1 001 000	\$992.12
518				
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 2 001 000	\$992.11
519				
	NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	01 2610 621 1 001 021	\$2,154.75
520				
521	NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	01 2570 890 1 001 000	\$262.50
522	NEBRASKA SAFETY CENTER	TRANSPORTATION COURSE	01 2570 890 2 001 000	\$262.50
	NEBRASKA/CENTRAL EQUIPMENT, INC	SEATS/BACKS FOR BUS #4 AND #5	01 2710 610 1 001 000	\$334.62
523				
	NEBRASKA/CENTRAL EQUIPMENT, INC	SEATS/BACKS FOR BUS #4 AND #5	01 2710 610 2 001 000	\$334.62
524				
	NEBRASKA/CENTRAL EQUIPMENT, INC	SEATS/BACKS FOR BUS #4 AND #5	01 2710 610 1 001 000	\$302.30
525				
	NEBRASKA/CENTRAL EQUIPMENT, INC	SEATS/BACKS FOR BUS #4 AND #5	01 2710 610 2 001 000	\$302.29
526				
527	NELSON, BETH	SOLUTION TREE PLC	01 6310 640 1 028 000	\$351.15
528	NELSON, BETH	SOLUTION TREE PLC	01 6310 580 1 028 000	\$188.38
529	NEWZBRAIN EDUCATION	NEWZBRAIN FOR CLASSROOMS	01 1100 643 1 405 014	\$508.00
530	NIENHUIS MONTESSORI USA	CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$398.38
531	NORFOLK AUTO SUPPLY	PART FOR MOWER	01 2630 610 1 001 000	\$23.58
532	NORFOLK AUTO SUPPLY	PART FOR MOWER	01 2630 610 2 001 000	\$23.58
533	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEETING LUNCHESES	01 2320 890 1 033 000	\$15.25
534	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEETING LUNCHESES	01 2320 890 2 033 000	\$15.25

535	NORFOLK DAILY NEWS	ADS	01 2510 540 1 901 000	\$393.72
536	NORFOLK DAILY NEWS	ADS	01 2510 540 2 901 000	\$393.71
537	NORFOLK DAILY NEWS	ADS	01 2310 540 1 001 000	\$16.20
538	NORFOLK DAILY NEWS	ADS	01 2310 540 2 001 000	\$16.20
539	NORFOLK DAILY NEWS	ADS	01 2510 540 1 001 000	\$72.77
540	NORFOLK DAILY NEWS	ADS	01 2510 540 2 001 000	\$72.76
541	NORFOLK DAILY NEWS	TEACHER RETIREMENT ADS	01 2310 540 1 010 000	\$307.50
542	NORFOLK DAILY NEWS	TEACHER RETIREMENT ADS	01 2310 540 2 010 000	\$307.50
543	NORFOLK GM AUTO CENTER	VEHICLE #14 SUPPLIES	01 2650 610 1 001 000	\$34.69
544	NORFOLK GM AUTO CENTER	VEHICLE #14 SUPPLIES	01 2650 610 2 001 000	\$34.68
545	NORFOLK IMPLEMENT INC	STRING RAK	01 2620 610 1 001 000	\$69.12
546	NORFOLK IMPLEMENT INC	STRING RAK	01 2620 610 2 001 000	\$69.12
547	NORFOLK SENIOR HIGH SCHOOL	SPORTS UNIFORMS	01 1100 610 2 001 000	\$35,000.00
548	NORFOLK WINSUPPLY	BUILDING SUPPLY	01 2620 610 1 001 009	\$138.56
549	NORFOLK WINSUPPLY	REFRIGERANT	01 2620 610 2 001 002	\$4,500.00
550	NORFOLK WINSUPPLY	FILTERS	01 2620 610 1 001 009	\$83.16
551	NORFOLK WINSUPPLY	FAUCET	01 2620 610 1 001 000	\$66.00
552	NORFOLK WINSUPPLY	FAUCET	01 2620 610 2 001 000	\$65.99
	NORTHEAST COMMUNITY COLLEGE	CPR TRAINING RENEWAL FOR STAFF	01 2130 330 1 004 000	\$87.00
553				
	NORTHEAST COMMUNITY COLLEGE	CPR TRAINING RENEWAL FOR STAFF	01 2130 330 2 004 000	\$87.00
554				
555	NPS SUBSIDIARY	WASHER FLUID/TOOL RETRIEVER	01 2650 610 1 001 000	\$55.15
556	NPS SUBSIDIARY	WASHER FLUID/TOOL RETRIEVER	01 2650 610 2 001 000	\$55.14
557	NPS SUBSIDIARY	CLASSROOM SUPPLIES #29	01 1100 610 2 208 001	\$42.43
558	NPS SUBSIDIARY	CLASSROOM SUPPLIES #29	01 1100 610 2 212 001	\$25.49
559	NPS SUBSIDIARY	CLASSROOM SUPPLIES #29	01 2410 610 2 209 001	\$54.32
560	NPS SUBSIDIARY	LAND JUDGING LODGING #28	01 1100 580 2 208 001	\$298.14
561	NPS SUBSIDIARY	TEMPLATE FOR SIBELLUS SOUNDS	01 1100 610 2 202 001	\$49.95
562	NPS SUBSIDIARY	STUDENT INCENTIVES #28	01 1200 610 2 290 001	\$248.07
563	NPS SUBSIDIARY	BASIC COOKING SUPPLIES/OFFICE	01 1100 610 2 016 001	\$862.71
564	NPS SUBSIDIARY	PART 107 EXAM REGISTRATION #27	01 1115 810 2 257 001	\$350.00

565	NPS SUBSIDIARY	BOWLING UNIT #27	01 1100 610 2 016 001	\$48.20
566	NPS SUBSIDIARY	SCREEN PAL #22	01 1100 610 2 206 001	\$54.00
567	NPS SUBSIDIARY	CLASSROOM SUPPLIES #22	01 1100 610 2 224 001	\$94.27
568	NPS SUBSIDIARY	BOWLING UNIT #22	01 1100 610 2 016 001	\$42.00
569	NPS SUBSIDIARY	LAND JUDGING LODGING #22	01 1100 580 2 208 001	\$294.00
570	NPS SUBSIDIARY	PROFICIENCY TESTS #21	01 1100 610 2 210 001	\$238.50
571	NPS SUBSIDIARY	EDPUZZLE #21	01 1150 610 2 299 001	\$12.50
572	NPS SUBSIDIARY	POSTAGE #5	01 2410 531 2 209 001	\$256.45
573	NPS SUBSIDIARY	CALCULATORS #5	01 1100 610 2 212 001	\$164.55
574	NPS SUBSIDIARY	CARD STOCK #5	01 1115 610 2 257 001	\$23.18
575	NPS SUBSIDIARY	OFFICE SUPPLIES #29	01 2410 610 2 209 001	\$50.24
576	NPS SUBSIDIARY	HDMI CABLES #29	01 2410 650 2 209 001	\$26.52
577	NPS SUBSIDIARY	LAB SUPPLIES #5	01 1100 610 2 206 001	\$15.85
578	NPS SUBSIDIARY	LAMINATING MACHINE #5	01 1150 610 2 299 001	\$225.95
579	NPS SUBSIDIARY	STOOL #13	01 1100 610 1 430 014	\$65.00
580	NPS SUBSIDIARY	SUPPLIES #13	01 1100 610 1 414 014	\$441.55
581	NPS SUBSIDIARY	SUPPLIES #13	01 1100 610 1 424 014	\$155.99
582	NPS SUBSIDIARY	SUPPLIES #13	01 1100 610 1 403 014	\$257.00
583	NPS SUBSIDIARY	SUPPLIES #13	01 1100 610 1 406 014	\$47.99
584	NPS SUBSIDIARY	WEB/CLOUD BASED SOFTWARE #13	01 2410 643 1 430 014	\$99.00
585	NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 2 001 002	\$81.33
586	NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 1 001 014	\$69.20
587	NPS SUBSIDIARY	GENERAL SUPPLIES #18	01 6988 610 2 001 002	\$131.26
588	NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 2 001 002	\$72.42
589	NPS SUBSIDIARY	CLUB SUPPLIES #18	01 6988 610 1 001 014	\$50.29
590	NPS SUBSIDIARY	BROADCASTING SUBSCRIPTION #18	01 6988 610 2 001 002	\$12.00
591	NPS SUBSIDIARY	SUPPLIES #18	01 6988 610 1 001 014	\$125.24
592	NPS SUBSIDIARY	BOARD MEAL #20	01 2510 890 1 001 000	\$23.88
593	NPS SUBSIDIARY	BOARD MEAL #20	01 2510 890 2 001 000	\$23.87
594	NPS SUBSIDIARY	NAESP AWARDS #15	01 1100 610 1 201 003	\$75.27
595	NPS SUBSIDIARY	SUPPLIES #15	01 1100 610 1 201 003	\$17.30
596	NPS SUBSIDIARY	SUPPLIES #29	01 1100 610 2 211 001	\$110.97
597	NPS SUBSIDIARY	SUPPLIES #15	01 1100 610 1 201 003	\$12.00
598	NPS SUBSIDIARY	BIOMES #14	01 1100 610 1 028 005	\$390.00

599	NPS SUBSIDIARY	GENERAL SUPPLIES #14	01 1100 610 1 028 005	\$305.00
600	NPS SUBSIDIARY	STOOLS #14	01 2510 610 1 001 000	\$399.96
601	NPS SUBSIDIARY	GENERAL SUPPLIES #14	01 1100 610 1 028 005	\$49.99
602	NPS SUBSIDIARY	GENERAL SUPPLIES #14	01 1100 610 1 028 005	\$96.00
603	NPS SUBSIDIARY	SUPPLIES #14	01 1100 610 1 611 005	\$170.49
604	NPS SUBSIDIARY	SUPPLIES #14	01 1100 610 1 664 005	\$42.95
605	NPS SUBSIDIARY	SUPPLIES #14	01 1100 610 1 643 005	\$4.88
606	NPS SUBSIDIARY	SUPPLIES #14	01 1100 610 1 640 005	\$214.00
607	NPS SUBSIDIARY	CONF REGISTRATION/H WERNER #12	01 2410 810 1 802 009	\$129.75
608	NPS SUBSIDIARY	DIGITAL PAPER #1	01 2320 643 1 033 000	\$5.50
609	NPS SUBSIDIARY	DIGITAL PAPER #1	01 2320 643 2 033 000	\$5.49
610	NPS SUBSIDIARY	PHOTOS #1	01 2320 890 1 033 000	\$1.52
611	NPS SUBSIDIARY	PHOTOS #1	01 2320 890 2 033 000	\$1.52
612	NPS SUBSIDIARY	MISC EXPENDITURES #1	01 2310 890 1 033 000	\$36.26
613	NPS SUBSIDIARY	MISC EXPENDITURES #1	01 2310 890 2 033 000	\$36.25
614	NPS SUBSIDIARY	PHOTOS #1	01 2320 610 1 033 000	\$3.23
615	NPS SUBSIDIARY	PHOTOS #1	01 2320 610 2 033 000	\$3.23
616	NPS SUBSIDIARY	BOOKS & PERIODICALS #2	01 6200 640 1 028 009	-\$14.87
617	NPS SUBSIDIARY	INK CARTRIDGE #2	01 2223 610 1 031 000	\$42.00
618	NPS SUBSIDIARY	SUMMER SCHOOL MATERIALS #2	01 1100 640 1 028 000	\$125.79
619	NPS SUBSIDIARY	CLASSROOM SUPPLIES #29	01 1100 610 2 224 001	\$154.90
620	NPS SUBSIDIARY	PARKING/TOLLS/FUEL #28	01 2410 610 2 209 001	\$161.73
621	NPS SUBSIDIARY	BOOKS & PERIODICALS #2	01 6969 640 1 028 000	\$34.72
622	NPS SUBSIDIARY	BOOKS & PERIODICALS #2	01 6310 640 2 028 000	\$92.16
623	NPS SUBSIDIARY	SUMMER SCHOOL MATERIALS #2	01 1100 640 1 028 000	\$209.90
624	NPS SUBSIDIARY	BOOKS & PERIODICALS #2	01 6200 640 1 028 009	\$173.78
625	NPS SUBSIDIARY	BOOKS & PERIODICALS #2	01 6310 640 1 028 000	\$335.59
626	NPS SUBSIDIARY	SUPPLIES #3	01 1100 610 1 904 012	\$87.97
627	NPS SUBSIDIARY	CLIPBOARD HOLDER #3	01 1100 610 1 908 012	\$29.99
628	NPS SUBSIDIARY	EPS WORDS #3	01 1100 610 1 904 012	\$132.42
629	NPS SUBSIDIARY	JUMBO TISSUE DISPENSER #3	01 2410 610 1 904 012	-\$23.45
630	NPS SUBSIDIARY	PLANNERS #3	01 2410 610 1 904 012	\$234.00
631	NPS SUBSIDIARY	NOTEBOOKS #6	01 1100 610 1 104 010	\$40.34
632	NPS SUBSIDIARY	SUPPLIES #6	01 1100 610 1 104 010	\$190.73

633	NPS SUBSIDIARY	WACKY WEDNESDAY SUPPLIES #6	01	1100	610	1	101	010	\$41.69
634	NPS SUBSIDIARY	SUPPLIES #6	01	1100	610	1	101	010	\$95.00
635	NPS SUBSIDIARY	SUPPLIES #6	01	1100	610	1	126	010	\$122.00
636	NPS SUBSIDIARY	KLEENEX #6	01	1100	610	1	104	010	\$51.00
637	NPS SUBSIDIARY	SUPPLIES #6	01	1100	610	1	104	010	\$106.51
638	NPS SUBSIDIARY	LODGING #28	01	2410	580	2	209	001	\$240.45
639	NPS SUBSIDIARY	FUEL #28	01	2650	626	2	001	000	\$41.50
640	NPS SUBSIDIARY	BACKGROUND CHECKS #7	01	2510	340	1	001	000	\$15.25
641	NPS SUBSIDIARY	BACKGROUND CHECKS #7	01	2510	340	2	001	000	\$15.25
642	NPS SUBSIDIARY	SUPPLIES #10	01	1291	610	1	017	021	\$498.76
643	NPS SUBSIDIARY	SUPPLIES #17	01	2710	610	1	001	000	\$74.99
644	NPS SUBSIDIARY	SUPPLIES #17	01	2710	610	2	001	000	\$74.99
645	NPS SUBSIDIARY	SUPPLIES #17	01	2650	610	1	001	000	\$270.00
646	NPS SUBSIDIARY	SUPPLIES #17	01	2650	610	2	001	000	\$269.99
647	NPS SUBSIDIARY	SUPPLIES #17	01	2710	610	1	001	000	\$322.50
648	NPS SUBSIDIARY	SUPPLIES #17	01	2710	610	2	001	000	\$322.50
649	NPS SUBSIDIARY	SCHOOL HEALTH CONFERENCE #17	01	2130	330	1	004	000	\$362.50
650	NPS SUBSIDIARY	SCHOOL HEALTH CONFERENCE #17	01	2130	330	2	004	000	\$362.50
651	NPS SUBSIDIARY	SUPPLIES #24	01	1100	610	2	107	002	\$209.56
652	NPS SUBSIDIARY	LAB SUPPLIES #24	01	1100	610	2	111	002	\$13.16
653	NPS SUBSIDIARY	MAP #24	01	2410	610	2	141	002	\$38.99
654	NPS SUBSIDIARY	GUEST DAY SUPPLIES #24	01	1100	610	2	111	002	\$145.47
655	NPS SUBSIDIARY	SUPPLIES #24	01	1100	610	2	133	002	\$174.00
656	NPS SUBSIDIARY	STAMPED ENVELOPES #24	01	2410	531	2	141	002	\$253.80
657	NPS SUBSIDIARY	WHITE BOARD DRY ERASE BOARD	01	1100	610	2	109	002	\$39.99
658	NPS SUBSIDIARY	SUPPLIES #24	01	1100	610	2	107	002	\$72.50
659	NPS SUBSIDIARY	WEIGHTED BLANKET	01	1200	610	2	022	002	\$28.99
660	NPS SUBSIDIARY	STUDENT INCENTIVES	01	1200	610	2	194	002	\$33.98
661	NPS SUBSIDIARY	SUPPLIES #24	01	1100	610	2	114	002	\$92.87
662	NPS SUBSIDIARY	SUPPLIES #24	01	1100	610	2	138	002	\$69.77
663	NPS SUBSIDIARY	PRIME #10	01	3541	610	1	004	000	\$16.98
664	NPS SUBSIDIARY	CABINET/CART/STORAGE BASKET	01	3540	610	1	017	021	\$136.01
665	NPS SUBSIDIARY	PYRAMID TRAINING SUPPLIES #10	01	1190	610	1	163	021	\$35.44
666	NPS SUBSIDIARY	SCREEN AND MEMORY CARD #24	01	1100	610	2	114	002	\$100.00

667	NPS SUBSIDIARY	PROJECTOR BULB #24	01 1100 610 2 106 002	\$65.79
668	NPS SUBSIDIARY	POSTAGE #24	01 1100 531 2 114 002	\$12.97
669	NPS SUBSIDIARY	WINDOWED ENVELOPES #24	01 2410 531 2 141 002	\$1,449.40
670	NPS SUBSIDIARY	SUPPLIES #24	01 1100 610 2 111 002	\$143.28
671	NPS SUBSIDIARY	STUDENT LAB SUPPLIES #24	01 1100 610 2 109 002	\$37.59
672	NPS SUBSIDIARY	STUDENT LAB SUPPLIES #24	01 1100 610 2 109 002	\$61.68
673	NPS SUBSIDIARY	GENERAL SUPPLIES #24	01 1100 610 2 143 002	\$100.74
674	NPS SUBSIDIARY	MONEY COUNTER/AFE/MOORE #24	01 2310 610 1 001 000	\$150.00
675	NPS SUBSIDIARY	MONEY COUNTER/AFE/MOORE #24	01 2310 610 2 001 000	\$149.99
676	NPS SUBSIDIARY	EOY AWARDS ##9	01 1100 610 1 302 004	\$75.27
677	NPS SUBSIDIARY	SAFETY PATROL SUPPLIES #9	01 1100 610 1 302 004	\$52.00
678	NPS SUBSIDIARY	ORGANIZER CHAIR POCKET #9	01 1100 610 1 302 004	\$5.46
679	NPS SUBSIDIARY	PLANBOOK #9	01 1100 643 1 302 004	\$204.00
680	NPS SUBSIDIARY	FIELD DAY SUPPLIES #9	01 1100 610 1 302 004	\$15.75
681	NPS SUBSIDIARY	SUPPLIES #9	01 1100 610 1 315 004	\$30.98
682	NPS SUBSIDIARY	AWARD FOR EXCELLENCE/PENA #20	01 2310 610 1 001 000	\$249.50
683	NPS SUBSIDIARY	AWARD FOR EXCELLENCE/PENA #20	01 2310 610 2 001 000	\$249.50
684	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 1 001 010	\$93.89
685	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 1 001 003	\$93.89
686	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 1 001 004	\$93.53
687	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 1 001 005	\$93.89
688	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 1 001 008	\$93.89
689	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 1 001 009	\$93.89
690	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 1 001 012	\$91.39
691	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 2 001 002	\$190.68
692	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 2 001 001	\$377.53
693	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 1 001 014	\$188.12
694	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 1 001 000	\$187.25
695	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 2 001 000	\$187.24
696	NPS SUBSIDIARY	PHONE SERVICE	01 2510 382 1 001 021	\$93.53
697	NPS SUBSIDIARY	PYRAMID TRAINING SUPPLIES #10	01 1190 610 1 163 021	\$148.90
698	NPS SUBSIDIARY	POSTAGE FOR TRACK MEDALS #11	01 1100 531 2 116 002	\$12.69
699	NPS SUBSIDIARY	FABRIC	01 1100 610 1 705 008	\$30.53
700	NPS SUBSIDIARY	COUNTERTOP SUPPLIES #16	01 1100 610 1 705 008	\$72.26

701	NPS SUBSIDIARY	CLASSROOM SUPPLIES #16	01 1100 610 1 705 008	\$47.76
702	NPS SUBSIDIARY	GENERAL SUPPLIES #16	01 1100 610 1 705 008	\$540.24
703	NPS SUBSIDIARY	GENERAL SUPPLIES #16	01 1100 610 1 702 008	\$20.55
704	NPS SUBSIDIARY	GENERAL SUPPLIES #16	01 1100 610 1 702 008	\$28.88
705	NPS SUBSIDIARY	GENERAL SUPPLIES #16	01 1150 610 1 755 008	\$75.47
706	NPS SUBSIDIARY	REMOTE #16	01 2410 610 1 704 008	\$99.74
707	NPS SUBSIDIARY	GAMES #16	01 1150 610 1 755 008	\$93.23
708	NPS SUBSIDIARY	SUPPLIES #16	01 1100 610 1 701 008	\$119.36
709	NPS SUBSIDIARY	SUPPLIES-TECHNOLOGY RELATED	01 3535 650 2 027 000	\$1,587.90
710	NPS SUBSIDIARY	ESCAPE ROOMS #16	01 3535 610 2 027 000	\$336.60
711	NPS SUBSIDIARY	HAL MEETING LUNCH SUPPLIES #16	01 3535 610 1 027 000	\$63.80
712	NPS SUBSIDIARY	RUBBER BOOTIES #17	01 2610 610 1 001 004	\$22.87
713	NPS SUBSIDIARY	SUPPLIES #17	01 2650 610 1 001 000	\$99.73
714	NPS SUBSIDIARY	SUPPLIES #17	01 2650 610 2 001 000	\$99.73
715	NPS SUBSIDIARY	LCD WRITING TABLETS #17	01 2151 610 1 004 012	\$22.98
716	NPS SUBSIDIARY	ELECTRICITY	01 2610 621 1 001 012	\$2,002.18
717	NPS SUBSIDIARY	REPAIRED CHILLER RELIEF VALVE	01 2620 431 2 001 001	\$3,261.00
718	NPS SUBSIDIARY	DEPENDENT/HEALTHCARE FEES	01 2510 340 1 001 000	\$240.13
719	NPS SUBSIDIARY	DEPENDENT/HEALTHCARE FEES	01 2510 340 2 001 000	\$240.12
720	NPS SUBSIDIARY	SHREDDING SERVICE	01 1100 340 1 104 010	\$40.00
721	NPS SUBSIDIARY	SHREDDING SERVICE	01 1100 340 1 104 010	\$40.00
722	NPS SUBSIDIARY	SHREDDING SERVICE	01 1100 340 1 201 003	\$40.00
723	NPS SUBSIDIARY	E-HALL PASS	01 1100 340 2 141 002	\$2,247.75
724	NPS SUBSIDIARY	WATER AND SEWER	01 2610 410 1 001 012	\$579.70
725	NPS SUBSIDIARY	CELL PHONES	01 3541 382 1 004 000	\$160.53
726	NPS SUBSIDIARY	CELL PHONES	01 2710 382 1 001 000	\$157.95
727	NPS SUBSIDIARY	CELL PHONES	01 2710 382 2 001 000	\$157.95
728	NPS SUBSIDIARY	CELL PHONES	01 2670 382 1 035 000	\$157.95
729	NPS SUBSIDIARY	CELL PHONES	01 2670 382 2 035 000	\$157.95
730	NPS SUBSIDIARY	CELL PHONES	01 6968 382 1 001 014	\$11.09
731	NPS SUBSIDIARY	CELL PHONES	01 6968 382 2 001 002	\$11.08
732	OHL, CASSIE	PBIS CONFERENCE TRAVEL	01 6990 333 1 001 000	\$79.26
733	OHL, CASSIE	PBIS CONFERENCE TRAVEL	01 6990 333 2 001 000	\$79.25
734	OMAHA WORLD HERALD	CLASSIFIED ADS	01 2510 540 1 901 000	\$2,892.50

735	OMAHA WORLD HERALD	CLASSIFIED ADS	01 2510 540 2 901 000	\$2,892.50
736	PARCO SCIENTIFIC COMPANY	COOP SUPPLIES	01 1100 610 2 137 002	\$238.00
737	PENA, CORLISS	NURSES CONFERENCE	01 2130 580 1 004 000	\$44.76
738	PEREZ PABLO, TOMASA	PARENT MILEAGE	01 2713 332 1 004 021	\$25.15
739	PEREZ PABLO, TOMASA	PARENT MILEAGE	01 2713 332 1 004 021	\$44.02
740	PERMA BOUND	BOOKS & PERIODICALS	01 2220 640 2 106 002	\$387.22
741	PERMA BOUND	BOOKS & PERIODICALS	01 2220 640 2 106 002	\$43.03
742	PETERSON, AMBER	SOLUTION TREE PLC	01 6310 640 1 028 000	\$33.43
743	PETERSON, AMBER	SOLUTION TREE PLC	01 6310 580 1 028 000	\$63.14
744	POLLARD PUMPING	ADMIN BUILDING JET LINE	01 2620 431 1 001 000	\$122.50
745	POLLARD PUMPING	ADMIN BUILDING JET LINE	01 2620 431 2 001 000	\$122.50
746	POLLARD PUMPING	SH JET LINE, PUMP TANK	01 2620 431 2 001 001	\$570.00
747	PRESENCE LEARNING, INC	MAY CONTRACTED PSYCH SERVICES	01 1100 340 2 991 001	\$4,305.00
748	PRESENCE LEARNING, INC	MAY CONTRACTED PSYCH SERVICES	01 1100 340 2 991 002	\$4,305.00
749	PRIME SANITATION SERVICE	JUNE 2023 DUMPSTERS	01 2610 420 1 001 000	\$2,275.00
750	PRIME SANITATION SERVICE	JUNE 2023 DUMPSTERS	01 2610 420 2 001 000	\$2,275.00
751	PRIME SECURED	ARUBA CENTRAL FOUNDATION	01 2230 340 1 005 000	\$1,010.40
752	PRIME SECURED	ARUBA CENTRAL FOUNDATION	01 2230 340 2 005 000	\$1,010.40
753	PRIME SECURED	ARUBA ACCESS	01 2230 650 1 005 000	\$3,322.22
754	PRIME SECURED	ARUBA ACCESS	01 2230 650 2 005 000	\$3,322.22
	PRIORITY COMMUNICATIONS & SOLUTIONS	PHONE INSTALLATION	01 2410 340 2 209 001	\$375.00
755				
756	QUILL CORPORATION	LABEL MAKER TAPE	01 1100 610 1 801 009	\$33.68
757	QUILL CORPORATION	OFFICE SUPPLIES	01 2410 610 2 209 001	\$14.42
758	RAKA	EQUIPMENT RENTAL	01 2620 610 1 001 000	\$909.38
759	RAKA	EQUIPMENT RENTAL	01 2620 610 2 001 000	\$909.37
760	RAKA	EQUIPMENT RENTAL	01 2620 610 1 001 000	\$190.32
761	RAKA	EQUIPMENT RENTAL	01 2620 610 2 001 000	\$190.31
762	RAKA	EQUIPMENT RENTAL	01 2620 610 1 001 000	\$37.87
763	RAKA	EQUIPMENT RENTAL	01 2620 610 2 001 000	\$37.86
	RASMUSSEN MECHANICAL SERVICES, INC	CONF ROOM COMPRESSOR REPAIR	01 2620 431 1 001 000	\$1,132.21

764

	RASMUSSEN MECHANICAL SERVICES, INC	CONF ROOM COMPRESSOR REPAIR	01 2620 431 2 001 000	\$1,132.21
765	RASMUSSEN MECHANICAL SERVICES, INC	REPAIR TO GYM UNIT AND RMS NOT	01 2620 431 1 001 014	\$1,507.91
766	RASMUSSEN MECHANICAL SERVICES, INC	CHILLER ISSUES	01 2620 431 2 001 001	\$1,236.00
767	RASMUSSEN MECHANICAL SERVICES, INC	MECHANICAL SALES INC. SERVICE	01 2620 431 1 001 004	\$2,852.40
768	RASMUSSEN MECHANICAL SERVICES, INC	SERVICE VRV SYSTEM	01 2620 431 1 001 000	\$2,035.65
769	RASMUSSEN MECHANICAL SERVICES, INC	SERVICE VRV SYSTEM	01 2620 431 2 001 000	\$2,035.65
770	RASMUSSEN MECHANICAL SERVICES, INC	LABOR-GYM OVERHEATING, RMS TOO	01 2620 431 1 001 008	\$618.00
771				
772	READING WAREHOUSE, THE	LIBRARY BOOKS	01 2220 640 1 423 014	\$511.62
773	RIESE, CARALYNN	SOLUTION TREE PLC	01 6310 640 1 028 000	\$75.51
774	RIESE, CARALYNN	SOLUTION TREE PLC	01 6310 580 1 028 000	\$56.56
775	RIVERSIDE ASSESSMENTS, LLC	CogAt LICENSES	01 3535 643 1 027 000	\$717.75
776	ROBERTS, JOANNE	ADMINISTRATOR MENTOR	01 2510 340 1 001 000	\$1,499.05
777	ROBERTS, JOANNE	ADMINISTRATOR MENTOR	01 2510 340 2 001 000	\$1,499.05
778	S AND S WORLDWIDE	COOP SUPPLIES	01 1100 610 0 001 000	\$381.00
779	S AND S WORLDWIDE	COOP SUPPLIES	01 1100 610 0 001 000	\$203.50
780	SCHILLING, DIANE	NURSING CONFERENCE	01 2130 580 1 004 000	\$41.26

781	SCHOLASTIC INC.	SCOPE MAGAZINE	01 1100 610 2 135 002	\$989.01
782	SCHOOL SPECIALTY, LLC	COLORED PENCILS/PLANNERS	01 1100 610 1 430 014	\$392.50
783	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 2 136 002	\$423.50
784	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1291 610 1 017 021	\$29.04
785	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 1 801 009	\$14.82
786	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 1 801 009	\$14.82
787	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 0 001 000	\$365.30
788	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 0 001 000	\$740.00
789	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1291 610 1 017 021	\$16.12
790	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 0 001 000	\$11.85
791	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 0 001 000	\$143.45
792	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 0 001 000	\$417.30
793	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 0 001 000	\$44.00
794	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 0 001 000	\$154.00
795	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 0 001 000	\$70.00
796	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 1 801 009	\$7.32
797	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1190 610 1 163 021	\$41.28
798	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 0 001 000	\$215.00
799	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 0 001 000	\$20.16
800	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1291 610 1 017 021	\$20.84
801	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1291 610 1 017 021	\$6.57
802	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1190 610 1 163 021	\$3.98
803	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1190 610 1 163 021	\$3.98
804	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1190 610 1 163 021	\$3.98
805	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1190 610 1 163 021	\$3.98
806	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1190 610 1 163 021	\$3.98
807	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1291 610 1 017 021	\$3.45
808	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 2 137 002	\$82.29
809	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 2 137 002	\$12.35
810	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 2 204 001	\$36.54
811	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 2 206 001	\$109.33
812	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 2 212 001	\$77.10
813	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 2 224 001	\$5.01
814	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01 1100 610 2 227 001	\$16.46

815	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01	1200	610	2	291	001	\$75.81
816	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01	2120	610	2	228	001	\$8.76
817	SCHOOL SPECIALTY, LLC	COOP SUPPLIES	01	2220	610	2	228	001	\$63.05
818	SECURLY, INC	E-HALL PASS	01	2410	643	2	209	001	\$4,564.00
819	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01	2610	420	1	001	012	\$2,304.00
820	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01	2610	420	1	001	005	\$2,160.00
821	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01	2610	420	1	001	000	\$1,475.50
822	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01	2610	420	1	001	000	\$1,475.50
823	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01	2610	420	1	001	000	\$273.00
824	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01	2610	420	2	001	000	\$273.00
825	SHERWIN-WILLIAMS	PAINTING SUPPLIES	01	2620	610	2	001	001	\$229.25
826	SHERWIN-WILLIAMS	PAINTING SUPPLIES	01	2620	610	2	001	002	\$277.05
827	SHERWIN-WILLIAMS	PAINT	01	2620	610	1	001	012	\$144.45
828	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	001	\$458.50
829	SHERWIN-WILLIAMS	PAINT	01	2620	610	1	001	008	\$144.45
830	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	002	\$28.89
831	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	001	\$229.25
832	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	001	\$229.25
833	SHERWIN-WILLIAMS	PAINT	01	2620	610	1	001	004	\$144.45
834	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	001	\$458.50
835	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	002	\$162.41
836	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	002	\$144.45
837	SHERWIN-WILLIAMS	PAINT	01	2620	610	1	001	004	\$144.45
838	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	001	\$234.25
839	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	002	\$256.51
840	SHERWIN-WILLIAMS	PAINT	01	2620	610	1	001	008	\$144.45
841	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	001	\$229.25
842	SHERWIN-WILLIAMS	PAINT	01	2620	610	1	001	000	\$14.45
843	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	000	\$14.44
844	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	002	\$229.25
845	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	002	\$433.35
846	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	001	\$458.50
847	SHERWIN-WILLIAMS	PAINT	01	2620	610	2	001	001	\$458.50
848	SHERWIN-WILLIAMS	PAINT	01	2620	610	1	001	009	\$373.70

849	SMITH, JOANNA	CONTINUING EDUCATION	01 6310 330 1 028 000	\$40.00
850	SPEECH TEA LLC	SUBSCRIPTION	01 2151 330 1 004 000	\$196.00
	SPORTS FACILITY MAINTENANCE, LLC	BACKSTOP AND BLEACHER	01 2620 431 2 001 001	\$3,617.00
851				
852	STAHLECKER, ALEXANDRA	SOLUTION TREE PLC	01 6310 580 2 028 000	\$72.00
853	STANLEY PETROLEUM	PUMP WATER OUT OF TANK/CHANGE	01 2620 431 1 001 000	\$90.00
854	STANLEY PETROLEUM	PUMP WATER OUT OF TANK/CHANGE	01 2620 431 2 001 000	\$90.00
	STUDENT ASSURANCE SERVICES, INC	CATASTROPHIC CONVERAGE FOR	01 2410 340 2 141 002	\$1,955.00
855				
856	SUPER DUPER PUBLICATIONS	SUPPLIES FOR STUDENT USE	01 2151 610 2 193 002	\$299.85
857	TAESE, USU	SPED LAW CONF	01 1200 330 1 004 000	\$377.50
858	TAESE, USU	SPED LAW CONF	01 1200 330 2 004 000	\$377.50
859	TEACHER INNOVATIONS, INC	PLANBOOK	01 1100 643 1 101 010	\$240.00
860	TEACHING STRATEGIES, INC	GOLD PORTFOLIO BUNDLE	01 1190 610 1 163 021	\$3,921.50
	THYSSENKRUPP ELEVATOR CORPORATION	ELEVATOR MAINTENANCE CONTRACT	01 2620 431 1 001 014	\$223.29
861				
	THYSSENKRUPP ELEVATOR CORPORATION	ELEVATOR MAINTENANCE CONTRACT	01 2620 431 1 001 005	\$223.29
862				
	THYSSENKRUPP ELEVATOR CORPORATION	ELEVATOR MAINTENANCE CONTRACT	01 2620 431 2 001 002	\$223.29
863				
	THYSSENKRUPP ELEVATOR CORPORATION	ELEVATOR MAINTENANCE CONTRACT	01 2620 431 2 001 001	\$223.29
864				
	THYSSENKRUPP ELEVATOR CORPORATION	ELEVATOR MAINTENANCE CONTRACT	01 2620 431 1 001 000	\$111.67
865				
	THYSSENKRUPP ELEVATOR CORPORATION	ELEVATOR MAINTENANCE CONTRACT	01 2620 431 2 001 000	\$111.67
866				
867	TIME MANAGEMENT SYSTEMS	TIME CLOCK ASSISTANCE	01 2510 340 1 001 000	\$48.75

868	TIME MANAGEMENT SYSTEMS	TIME CLOCK ASSISTANCE	01 2510 340 2 001 000	\$48.75
	US BANK VOYAGER FLEET SYSTEM	FUEL	01 2650 626 1 001 000	\$46.39
869				
	US BANK VOYAGER FLEET SYSTEM	FUEL	01 2650 626 2 001 000	\$46.38
870				
871	VIC'S ENGINE SERVICE, INC	MAINT SUPPLIES	01 2620 610 1 001 000	\$126.68
872	VIC'S ENGINE SERVICE, INC	MAINT SUPPLIES	01 2620 610 2 001 000	\$126.67
873	VIRCO INC	TABLE	01 1100 610 1 104 010	\$512.64
874	WERNER, HEATHER	PBIS CONFERENCE	01 6200 333 1 028 009	\$146.72
875	WERNER, HEATHER	PBIS CONFERENCE	01 6200 580 1 028 009	\$70.45
876	WEST MUSIC COMPANY	MUSIC SUPPLIES	01 1100 610 1 604 005	\$135.65
877	WESTSIDE COMMUNITY SCHOOLS	M.BAUER 4TH QRT HOSPITAL BOUND	01 1200 561 2 004 000	\$1,372.50
878	WESTSIDE COMMUNITY SCHOOLS	M.BAUER 3RD QTR HOSPITAL BOUND	01 1200 561 2 004 000	\$1,525.00
879	WIEBELHAUS, JULIE	STAFF MILEAGE	01 2230 333 1 005 000	\$46.41
880	WIEBELHAUS, JULIE	STAFF MILEAGE	01 2230 333 2 005 000	\$46.40
881	WILLIAM V. MACGILL	NURSE'S STATION SUPPLIES	01 1100 610 2 147 002	\$236.99
882	WILLIAM V. MACGILL	NURSES SUPPLIES	01 1100 610 2 147 002	\$65.19
883	WILSON, ERIK	STAFF MILEAGE	01 2670 333 1 035 000	\$112.01
884	WILSON, ERIK	STAFF MILEAGE	01 2670 333 2 035 000	\$112.00
885	WOLFE, SANDY	MILEAGE	01 2310 333 1 033 000	\$79.91
886	WOLFE, SANDY	MILEAGE	01 2310 333 2 033 000	\$79.91
887	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 1 001 010	\$392.33
888	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 1 001 003	\$166.95
889	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 1 001 004	\$446.65
890	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 1 001 005	\$602.46
891	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 1 001 021	\$952.11
892	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 1 001 008	\$1,374.53
893	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 1 001 009	\$512.45
894	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 1 001 012	\$476.81
895	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 2 001 002	\$3,783.56
896	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 2 001 001	\$1,971.76
897	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 1 001 014	\$862.74
898	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 1 001 000	\$463.42

899	WOODRIVER ENERGY LLC	NATURAL GAS APR 2023	01 2610 621 2 001 000	\$463.41
900	ZONE, THE	JUNE 23 PAYROLL S.SCHWARTZ	01 6968 340 1 001 014	\$1,095.00
901	ZONE, THE	JUNE 23 PAYROLL M.INDRA	01 6968 340 1 001 014	\$1,125.00
902	ZONE, THE	B.HORN PAYROLL JUNE 2023	01 6968 340 1 001 014	\$1,177.36
903	GRAND TOTAL			\$512,018.11
904				
905				
906	<u>NUTRITION FUND</u>			
907	ADVANCE AUTO PARTS	WHEEL BEARINGS	02 3100 610 1 001 000	\$0.37
908	ADVANCE AUTO PARTS	WHEEL BEARINGS	02 3100 610 2 001 000	\$0.37
909	ADVANCE AUTO PARTS	VEHICLE #17 SUPPLY	02 3100 610 1 001 000	\$1.46
910	ADVANCE AUTO PARTS	VEHICLE #17 SUPPLY	02 3100 610 2 001 000	\$1.45
911	ADVANCE AUTO PARTS	BEARING	02 3100 610 1 001 000	\$5.43
912	ADVANCE AUTO PARTS	BEARING	02 3100 610 2 001 000	\$5.43
913	ASCHOFF, JENNIFER	LUNCH ACCT REFUND/NO LONGER AT	02 3100 890 0 001 000	\$173.40
914	CENTRAL RESTAURANT	HOLDING CABINET AND SHIPPING	02 3100 610 1 001 014	\$3,772.50
915	ENVIRONMENTAL SERVICES,	REMOVAL OF FLOOR TILE & MASTIC	02 3100 340 1 001 008	\$1,660.00
916	FASTENAL INDUSTRIAL &	VEHICLE SUPPLY	02 3100 610 1 001 000	\$0.23
917	FASTENAL INDUSTRIAL &	VEHICLE SUPPLY	02 3100 610 2 001 000	\$0.23
918	GLASS EDGE INC, THE	INSTALL KITCHEN DOOR AND	02 3100 340 1 001 008	\$11,073.00
919	HEARTLAND FIRE PROTECTION	SUPPRESSION SYSTEM RECERT,	02 3100 340 2 001 001	\$219.43
920	HEARTLAND FIRE PROTECTION	SUPPRESSION SYSTEM RECERT,	02 3100 340 1 001 021	\$348.16
921	HOBART SALES & SERVICE	REPAIR TO TOP CONVECTION OVEN	02 3100 610 1 001 021	\$1,112.00
922	HOBART SALES & SERVICE	REPAIR TO TOP CONVECTION OVEN	02 3100 340 1 001 021	\$162.00
923	LUNCHTIME SOLUTIONS, INC.	STUDENT TEACHER MEALS AUG-	02 3100 340 1 001 000	\$1,677.45
924	LUNCHTIME SOLUTIONS, INC.	STUDENT TEACHER MEALS AUG-	02 3100 340 2 001 000	\$1,677.44
925	LUNCHTIME SOLUTIONS, INC.	JUNE MEALS	02 3100 340 1 001 000	\$8,080.74
926	LUNCHTIME SOLUTIONS, INC.	JUNE MEALS	02 3100 340 2 001 000	\$8,080.75
927	NPS STUDENT FEES ACCOUNT	REFUND OF LUNCH ACCT FOR FEE	02 3100 890 0 001 000	\$13.00
928	NPS SUBSIDIARY	RETURN OF LUNCH ACCT	02 3100 890 0 001 000	\$15.85
929	GRAND TOTAL			\$38,080.69
930				
931				
932	<u>COOPERATIVE FUND</u>			

933	EDUCATIONAL SERVICE UNIT #1	TITAN CALIBRATION	04 1200 350 1 004 000	\$170.00
934	EDUCATIONAL SERVICE UNIT #1	TITAN CALIBRATION	04 1200 350 2 004 000	\$170.00
935	GRAGERT, JESSICA	MIDWEST CONFERENCE ON DEAFNESS	04 1200 580 1 004 000	\$86.46
936	GRAGERT, JESSICA	MIDWEST CONFERENCE ON DEAFNESS	04 1200 580 2 004 000	\$86.46
937	HELLEBERG, CAROL	JUNE MENTORING	04 1200 340 1 004 000	\$330.00
938	HELLEBERG, CAROL	JUNE MENTORING	04 1200 340 2 004 000	\$330.00
939	HUBBARD, TYRONE	TRAVEL FOR MIDWEST CONF ON	04 1200 580 1 004 000	\$429.38
940	NPS SUBSIDIARY	SIGNING ROOM BUNDLE	04 1200 643 1 004 000	\$322.00
941	NPS SUBSIDIARY	SIGNING ROOM BUNDLE	04 1200 643 2 004 000	\$322.00
942	NPS SUBSIDIARY	NERP ACTIVITY SUPPLIES #26	04 1200 610 2 004 000	\$128.39
943	NPS SUBSIDIARY	SPRING FAMILY FUN DAY #26	04 1200 330 1 004 000	\$240.50
944	NPS SUBSIDIARY	SPRING FAMILY FUN DAY #26	04 1200 330 2 004 000	\$240.50
945	NPS SUBSIDIARY	OVER NIGHT ACTIVITY SUPPLIES	04 1200 610 1 004 000	\$23.54
946	NPS SUBSIDIARY	OVER NIGHT ACTIVITY SUPPLIES	04 1200 610 2 004 000	\$23.53
947	U. S. CELLULAR	HOTSPOTS	04 1200 610 1 004 000	\$65.24
948	U. S. CELLULAR	HOTSPOTS	04 1200 610 2 004 000	\$65.23
949	GRAND TOTAL			\$3,033.23
950				
951				
952	<u>DEPRECIATION FUND</u>			
953	NPS SUBSIDIARY	PORTABLE SELF CONTAINED SINK	06 2900 610 2 209 001	\$3,968.52
954	GRAND TOTAL			\$3,968.52
955				
956				
957	<u>SPECIAL BUILDING FUND</u>			
958	ENVIRONMENTAL SERVICES, INC	LAB SAMPLES FOR 405 W WALNUT	08 2620 340 1 001 000	\$239.00
959	ENVIRONMENTAL SERVICES, INC	LAB SAMPLES FOR 405 W WALNUT	08 2620 340 2 001 000	\$239.00
960	HUFF CONSTRUCTION INC.	BEL AIR ADDITION/RENOVATION	08 2620 340 1 001 010	\$401,972.31
961	NPS SUBSIDIARY	405/407 WALNUT AVE	08 4100 710 1 001 000	\$500.00
962	NPS SUBSIDIARY	405/407 WALNUT AVE	08 4100 710 2 001 000	\$500.00
963	OCC BUILDERS, LLC	JH ADDITION/RENOVATION	08 2620 340 2 001 002	\$164,676.00
964	GRAND TOTAL			\$568,126.31
965				

966

967 **QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND**

968	ENVIRONMENTAL SERVICES, INC	TILE REMOVAL AT WESTSIDE	09 4500 340 1 001 009	\$8,814.00
969	TERRACON CONSULTANTS, INC	LEAD DUST SAMPLING	09 4500 340 1 001 021	\$1,825.00

970 **GRAND TOTAL**

\$10,639.00

971

972

973 **STUDENT FEE FUND**

974	NATHAN, LUPITA	G. NATHAN SUMMER SCHOOL REFUND	17 2190 610 0 976 000	\$40.00
975	NORFOLK SENIOR HIGH SCHOOL	ACTIVITY CARD FEES TO SH	17 2190 610 2 577 001	\$24,244.49
976	NORFOLK SENIOR HIGH SCHOOL	ACTIVITY CARD FEES TO SH	17 2190 610 2 671 001	\$10,210.00
977	NPS SUBSIDIARY	SURPLUS FUNDS TO COVER C.	17 2190 610 1 028 014	\$40.00
978	NPS-JUNIOR HIGH SCHOOL	ACTIVITY FEE MONEY TO JH	17 2190 610 2 885 002	\$12,675.00
979	NPS-JUNIOR HIGH SCHOOL	SHOW CHOIR SHIRT FEE TO JH	17 2190 610 2 884 002	\$266.00
980	SGW STRINGED INSTRUMENT	MS ORCHESTRA INSTR REPAIRS	17 2190 340 1 028 014	\$1,050.00
981	SGW STRINGED INSTRUMENT	SH ORCHESTRA INSTRUMENT	17 2190 340 2 028 001	\$810.00

982 **GRAND TOTAL**

\$49,335.49

Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and I am abstaining from voting on claim #885 and #886 for the month of July in the consent agenda for this meeting.

I have signed and filed this written disclosure with the secretary of the Board.

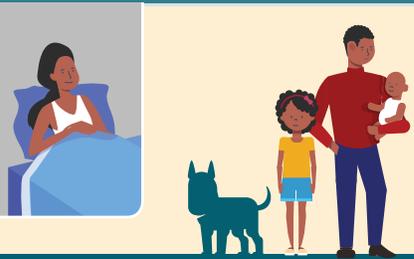
It is my intent to vote on all other remaining items listed on the consent agenda. My vote on the remainder of the consent items should not be taken as a vote one way or the other on the item(s) which I have identified or any of the matters set forth therein or related thereto.

Date: _____

Board Member

Isolate and take precautions if you have or suspect you have COVID-19

ISOLATION



Stay home and away from others

Wear a high-quality mask if you must be around others

Start counting days

Day 0 is the day your symptoms started

If you never had symptoms, day 0 is the day you took a COVID-19 test



Watch for emergency warning signs, like trouble breathing

Seek help if they develop

ENDING ISOLATION

Isolate to day 6 or later, if you

- never had symptoms or symptoms are improving, and
- are fever-free for 24 hours without the use of fever-reducing medication



Continue to isolate if your fever persists or other symptoms have not improved

Isolate through day 10, if you experienced moderate illness, like shortness of breath or difficulty breathing

AFTER ISOLATION

Until at least day 11, avoid being around people who are more likely to get very sick

Wear a high-quality mask when around others indoors



Removing your mask

After ending isolation, wear your mask through day 10

OR

Take 2 antigen tests, 48 hours apart

If both tests are negative, you may remove your mask sooner than day 10

Isolate through day 10 and talk with a healthcare provider before you end isolation, if you

- were hospitalized, or
- have a weakened immune system





**Safe Return to In-Person Instruction Plan
Initially Adopted by the NPS Board of Education
6/24/2021**

**Amended 09-13-2021, 12-13-2021,
01-10-2022, 06-15-2022, 9-07-2022, 1-16-2023**

**Please note that this plan will be reviewed at least every six months and may
be adjusted as new information/guidance becomes available.**

Safe Return to In-Person Instruction Plan–Revised 1/2023

The Norfolk Public Schools COVID-19 Return to School Committee developed our initial COVID-19 safety protocols during the summer of 2020. This plan allowed us to successfully return to in-person learning and remain in-person throughout the 2020-2021, 2021-2022, and 2022-2023 school years. That plan and subsequent revisions were based upon guidance from the Center of Disease Control (CDC) and Elkhorn Logan Valley Public Health Department (ELVPHD).

At this point, **COVID Wastewater Surveillance Reports provided by the Nebraska Department of Health and Human Services indicate that COVID rates in Norfolk are “very low” and “decreasing”. COVID Safety Precautions and Protocols are not necessary at this time, but may be reinstated if transmission rates increase.**

~~Currently, both the CDC and ELVPHD recommend that children should stay home for a minimum of 5 days if they exhibit any respiratory or gastrointestinal symptom, and only return if they wear a mask for 5 more days, or they receive a negative COVID test, followed by a second COVID test 48 hours later.~~

~~Because NPS has consistently reiterated that we will only require masking if cases surge to a level where it is necessary to keep schools open AND we have also reiterated that we will not require COVID testing, we are now breaking with guidance from the CDC and ELVPHD. We believe that this is necessary in order to continue in-person learning and protect individuals' personal right to choose whether to mask, test, and vaccinate.~~

Safety Precautions and Protocols Recommended by the NPS COVID Return to School Committee Include:

Ensuring Continuity of Services	We have returned to a regular school year schedule that follows our normal curriculum, assessment and instruction cycles.
Food Service	Our food service program has returned to pre-pandemic routines.
Face Masks	Face masks are strongly recommended for those who may be contagious and/or unvaccinated.
Physical Distancing	Physical distancing is no longer recommended by the CDC and is not required by NPS.
Cleaning	High-touch surfaces will be are cleaned routinely as part of our normal cleaning protocols.

Hand Washing and Sanitizing	Everyone will be encouraged to sanitize or wash their hands frequently. Hand sanitizer will be available throughout NPS buildings.
Ventilation	Ventilation will continue to focus on filtration and fresh air practices consistent with ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) standards for current equipment.
Screening	<p>Parents are asked to screen their children at home for COVID symptoms*. If children are ill and/or exhibit symptoms: keep them home, consider giving them a COVID test, and follow the advice of your medical doctor.</p> <p>* COVID symptoms include any respiratory or gastrointestinal symptom, such as cough, fever, sore throat, vomiting, or diarrhea.</p>
Isolation and Quarantine	<p>Students who are ill and/or exhibit COVID symptoms are expected to stay home from school until their symptoms are better and they are fever-free for 24 hours.</p> <p>An isolation period of 5 days is required for individuals who test positive for COVID. (See additional details below this chart.)</p> <p>Parents should consult the CDC website and utilize the COVID-19 Isolation and Exposure Calculator to determine if and how long isolation is required. (At the present time, a five day isolation period and is required if an individual tests positive for COVID.)</p>
Accommodations for Children with Disabilities	Students' IEPs and 504 Plans will be followed.
Contract Tracing	Contract tracing is no longer recommended by the CDC and is not required by NPS. However, NPS will monitor COVID case levels and implement a dashboard if cases surge.
Coordination with Local Health Officials	We will continue to collaborate with our local health department, as necessary.
Vaccinations	Parents are encouraged to consult their family physician regarding vaccinations.
<p>IMPORTANT NOTE:</p> <ul style="list-style-type: none"> Future changes may be made to these procedures if cases surge. This may include the implementation of a temporary mask requirement for individual classes or schools with high rates of COVID or total illness. 	

How to determine if (and how long) to stay home:

If you are ill and/or exhibit COVID symptoms:

- Stay home until your symptoms have improved and you have been fever free for 24 hours. Consider taking a COVID test and follow the advice of your medical doctor.

If you test positive for COVID:

- Follow the advice of your medical doctor and utilize the COVID-19 Isolation and Exposure Calculator to determine if and how long isolation is required.
- ~~Stay home for a minimum of 5 days and follow the advice of your medical doctor.~~
- ~~You may return after 5 days if your symptoms have improved and you have been fever free for 24 hours. It is strongly recommended that you wear a mask for 5 additional days.~~

Additional Information:

- ~~While supplies last, free in-home COVID test kits are available from NPS school nurses and the Central Office receptionist, courtesy of the Elkhorn Logan Valley Public Health Department.~~
- Quarantines are no longer recommended by the CDC for people who were exposed to COVID. Therefore, attendance will not be excused unless a child tests positive for COVID. Attendance for students who exhibit COVID symptoms, but have not tested positive, will follow our normal attendance rules outlined in our student handbooks.

Norfolk Public Schools
Norfolk Middle School
Norfolk, Nebraska

August ~~2022~~ 2023

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

Parent/Guardian Signature:

Student Signature:

Date: _____

Norfolk Public Schools
August ~~2022~~ 2023

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

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

Norfolk Middle School

Chuck Hughes – Principal
Tyler Beranek – Assistant Principal

1221 N. 1st Street
Norfolk, Nebraska 68701

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

August ~~2022~~ 2023

Dear Middle School Students and Parents/Guardians:

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

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

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

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

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

Sincerely,

Chuck Hughes
Principal

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

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

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Norfolk Middle School Office Staff

402-644-2569

Principal

Chuck Hughes

chuckhughes@npsne.org

Assistant Principal

Tyler Beranek

tylerberanek@npsne.org

School Resource Officer

Officer Brent Tietz

OfficerBrent@npsne.org

Juvenile Accountability Liaison

Carey Hopkins

careyhopkins@npsne.org

Principal's Secretary

Tami Tucker

tamitucker@npsne.org

MS Attendance / Discipline Secretary

Mari Ablar

mariaablar@npsne.org

Norfolk Middle School Counselor's Office

Counselors

Mariah Bloomquist

mariahbloomquist@npsne.org

Sarah Klinetobe

sarahklinetobe@npsne.org

Counselor's Secretary
Missy Borgmann

melissaborgmann@npsne.org

~~2022 - 2023~~ **2023-2024** Parent Calendar

Norfolk Middle School Bell Schedules:

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

2:00 Dismissal Schedule

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

Norfolk Middle School Character Education Traits

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

What is TRUST?

Be honest. Don't lie, cheat or steal.
Keep your promises.
Have courage to do what is right.

Be reliable.
Follow through on your commitments.
Be a good friend.

What is RESPECT?

Treat people the way you want to be treated.
Be sensitive to other's feelings.

Treat people with politeness, courtesy, and dignity.
Do not make fun of other people.

What is RESPONSIBILITY?

Do what needs to be done.
Be accountable for your actions.
Follow through on your commitments.
Participate in community service.

Be reliable and dependable.
Do not make excuses or blame others.
Volunteer in your school or community.
Help take care of the environment.

What is FAIRNESS?

Treat people impartially and without prejudice.
Consider the feelings of all people.
Play by the rules.

Treat others the way you want to be treated.
Be open-minded.
Don't take advantage of others.

What is CARING?

Be sensitive to other's feelings.
Think about how your actions will affect others.
Help people in need.

Treat people with kindness.
Always remember – we become caring people by doing caring things.
Never be mean or hurtful.

What is CITIZENSHIP?

Do your part for the common good.
Do your share to make your school, your community, and the world a better place.
Take care of the environment.

Obey the law.
Take responsibility for what goes on around you.
Participate in community service.

NMS General Student Guidelines

Following Directions

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

End of the Day Procedures

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

If Waiting for Your Ride

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

Morning Procedures (5th Grade)

- Step 1: Drop off time is 7:30
- Step 2: Go straight into the building
- Step 3: Walk quietly to your assigned spot or eat breakfast
- Step 4: Sit in assigned spot
- Step 5: Keep hands and feet to yourself
- Step 6: Students may visit quietly until dismissed to their classroom

Morning Procedures (6th Grade)

- Step 1: Drop off time is 7:30 – Band starts at 7:45
- Step 2: Go straight into the building
- Step 3: Walk to your classroom or eat breakfast

Planner Use

- Step 1: Bring planners to all classes
- Step 2: Fill out assignment completely at the beginning or end of class
- Step 3: Planner checks may happen at the end of the day
- Step 4: Use as a pass between bathroom, library, nurse, etc. (only two per day)
- Step 5: If planner is missing, students are expected to write assignments in a notebook or purchase a new planner from the office

Lunch Expectations

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

Hallway Procedures

- Step 1: Stay to the right side and appropriate distance from the lockers
- Step 2: Maintain appropriate voice level
- Step 3: Keep hands, feet and objects to self; Respect other's space
- Step 4: Walk
- Step 5: Take stairs one at a time

Speaking Respectfully with Adults

- Step 1: Wait for an appropriate time to talk with an adult
- Step 2: Look at the adult
- Step 3: Address the adult using an appropriate title
- Step 4: Remain calm
- Step 5: Acknowledge the decision with a "yes" or an "I understand" or nod of the head

Suggested Terminology for Voice Levels

- 1 No talking
- 2 Whisper (one-on-one voice)
- 3 Normal (indoor voice)
- 4 Presentation voice

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

Academic Integrity

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

Guidance

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

Report Cards/ Progress Reports

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

Academic Performance Levels for Proficiency Grading

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

Academic Performance Level for Alpha Grading

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

Grade Level Promotion Guidelines

School Initiated Request

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

Parent/Guardian Initiated Request

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

Decision Process

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

Access to Records

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

Notice Concerning Directory Information

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

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

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

Multicultural Policy

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

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

To promote and support multicultural education within the Norfolk Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all

students and staff understand and respect the racial and cultural diversity and interdependence of members of our society. (Policy 6310)

Special Education

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

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

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

How does a child qualify for a special education program?

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

STAFF QUALIFICATIONS (NOTICE CONCERNING):

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

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

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

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

Make-up Work

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

Pre-arranged Absences

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

Extra - Curricular Activity Participation

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

Activity Involvement / Disciplinary Actions

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

be subject to additional consequences determined by the activities sponsor or coach. Students who are serving out of school suspensions may not be on school property or attend any school sponsored activity during the term of their suspensions.

School Activities / Absences

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

Transportation Guidelines

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

ATTENDANCE/ TARDIES

I. Attendance and Tardy Policies

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

- **Attendance:** Punctual and regular attendance is an extremely important part of your daily school record. All students are required to attend school daily. State law allows a maximum of twenty days per school year. Absences are excused only when the parents have contacted the school within 24 hours of the absence. All absences (excused or unexcused) shall count towards the twenty-day limit, except for school activity absences and suspensions. Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10th and 15th absence a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office.

- **Tardies to first period:** Students will receive three "free" tardies (no penalty) to first period. Upon the accumulation of the fourth tardy (and any following), a detention will be assigned. Tardies more than 25 minutes in length will be classified as absences and consequences may be assigned according to the Code of Conduct.
- **Tardies to class:** Students must be in their assigned classroom or assigned seat before the tardy bell rings as dictated by each teacher's classroom rules. Failure to meet teacher expectations will result in an unexcused tardy and the student may be assigned a detention by the teacher. Teachers will inform the student he/she has been counted tardy and then give the student a detention. Teachers will attempt to make contact with parents (via phone or e-mail) to inform them of the tardy. Students that skip detentions will have the detention time doubled. Failure to serve these "doubled" detentions will result in additional office consequences according to the Code of Conduct. Students will not be counted tardy if they come to class with a pass from the office, guidance office, or from another teacher. Teachers should not detain students unless absolutely necessary. Any teacher detaining a student between classes must write a pass to excuse the tardy.

Procedure for Reporting Absences

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

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

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

Excessive Absences

Parents will be notified by mail when their student has 5, 10, 15, and 20 absences from any class during the year. On the 10th and 15th absence, a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office. It shall be the procedure of the principal to report to the Director of Student Services and to parent/guardians, any

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

Norfolk Public School’s District Truancy Policy

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

Withdrawals

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

General School Policies and Guidelines

Accidents and Injuries

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

Attend / Monitor Courses/ Parents

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

Battery Operated/ Electronic Devices

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

Bikes/ Skateboards/ Rollerblades

Bicycles must be parked in the racks provided. There is at least one rack on both sides of the building. To prevent theft, bicycles should be securely padlocked. Norfolk Middle School is not responsible for lost or stolen bicycles. Skateboards & roller blades should be kept home. **Skateboards & roller blades are not to be used on school property or the adjoining YMCA property (i.e. benches, ramps, rails, etc.) even after school hours.** Students not complying with this directive may be ticketed by the Norfolk Police Department. Skateboards & roller blades that are used on school property may be confiscated. Students will have to notify parents to retrieve the confiscated items.

Birth Certificate

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

Book bags/ Backpacks/ Duffel Bags

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

Breakfast Program

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

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.

Bus Conduct

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

Expectations for students riding school buses:

- Sit quietly and refrain from rowdy conduct.
- Be completely quiet when the bus is near a railroad crossing.

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

Continuum of Consequences for Inappropriate Bus Behavior:

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

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

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

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

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

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

These consequences are cumulative for the academic school year.

Cancellation of School

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

Cell Phones/Smart Watches/Communication Devices

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

Cell Phone Guidelines:

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

- **First Violation:**
Teacher Conference with student about appropriate use of electronic device.

- **Second Violation:**
Teacher Conference with student about appropriate use of electronic device.
Teacher contact parent about inappropriate use of electronic device.

- **Third Violation:**
Confiscate device and bring to administration office.

Complaints on Materials

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

Computers

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

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

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.

Dating Violence Policy 5420

Norfolk Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Staff training on dating violence shall be provided as deemed appropriate

by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2139 to 79-2142

Date of Adoption: May 12, 2014

Date of Reaffirmation: April 9, 2018

Date of Reaffirmation: April 11, 2022

Demographic Changes

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

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

Dress Code / Student Attire Guidelines- Policv 5101

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

student dress carefully before students leave for school. **School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.**

Criteria for Student Attire:

- Shirts that expose student midriffs either standing or sitting are not permitted. Tank top straps must be at least two inches in width. All shirts worn must keep the top of the shoulder covered, fit well in the armpit area, and not have a plunging neckline.
- Shoes must be worn at all times. Slippers are not permissible. Flip-flops and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, or any other activity conflicting with the school's policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or "double" meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school.
- Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- All clothing must be modest and appropriate. It must properly cover the body.
- Novelty contact lenses such as, but not limited to Alien, Cat eyes, White-out, Red Hot, Hypnotica, Wildfire and Zoomin' are not permitted.
- Length of Shorts: Shorts should be long enough to modestly cover the student and keep undergarments covered.
- **Novelty headbands**, Caps and hats are not to be worn in the building. Once students are outside the building they may wear headgear in an appropriate fashion. **Novelty headbands**, Caps and hats must be stored in lockers.
- Wearing or carrying bandanas or colored handkerchiefs (by males and females) will also not be permitted. Bandanas or accessories that have been identified as possible gang paraphernalia will be confiscated immediately and will be returned only upon parent request.
- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Examples of such clothing would be: Hooters, COED Naked, Cookies, etc. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, BIG Johnson, cigarette brands, etc. are also considered to be inappropriate.
- Clothing usually worn as undergarments cannot be worn as outer garments; (specifically boxer shorts) and will not be permitted. Students will be required to cover all undergarments so that they are not showing during the school day.

- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Please watch the daily forecast and dress appropriately for the weather of the day.
- Skirts and shorts should be long enough to modestly cover the student and keep undergarments covered.
- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest.
- Spiked jewelry/accessories may not be worn at school or at school activities. Additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waist.
- Pajama bottoms or attire deemed as pajamas may not be worn to school.
- Hair color should be non-disruptive to the learning environment.
- Inappropriate tattoos or other marks deemed inappropriate for school need to be removed or covered.

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

Elevator

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

Entering and Leaving the Building

The main entrance for the Norfolk Middle School is the east side of the building (nearest 1st Street). After 8:30 am and during the remainder of the school day, parents and other visitors will need to use this entrance to enter the building. The only access on the west side of the building during the school day (nearest the YMCA) will be for staff. The school building will be open on regular school days for scheduled and sponsored activities at 7:30 a.m. Students arriving before this time will not be allowed in the building. Students involved in activities or working with a teacher before school must be under the direction and supervision of the sponsor for the activity or a teacher. Students who are not in scheduled activities may enter the building at 7:40 a.m. Once students are in the building, they are not allowed to leave without checking out in the main office and only then will be dismissed to a parent or

a pre- approved designee. Students need to leave the building promptly after school unless they have an activity or they are under the direct supervision of a teacher, coach, or administrator.

Before School and Students Entering the Building in the Morning:

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

After School and Students Exiting the Building

- Students should pick up vending machine items before they leave the building. Students will not be allowed back in the building to purchase items.
- Please make plans to get items out your locker before you leave for the day. Once students are out of the building after school, they must have permission from a staff member to return to the building.
- If students are requested to stay longer than the required school day, (detentions, make-up work, activities, etc.) it is their responsibility to make alternate arrangements for transportation.
- At 3:25 p.m. ALL students are to be out of the building unless they are with a teacher, in a sponsored activity, or have made a special arrangement with the office to remain in the building. In the case of inclement weather, students may remain in the common areas after 3:30 p.m. to wait for rides.
- Students needing to use a phone to call for rides, etc. may use the student phone located on the south end of the main office. This phone should be used only if no other option is available to students. Students using the phone in an inappropriate manner (speaking rudely to others on the phone, being excessively loud and disrupting the office, etc. will lose phone privileges. Students may not use the office phone to call for rides after-school until after 3:40 p.m. or unless they have special permission from the office staff.
- Parents may be notified if students are not picked up by 3:45 p.m.

Exemption Procedure

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

Fines

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

Fire Drills

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

Grievance Procedure

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

Hazing

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

Health Records

Immunization Information

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

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

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

student is 11-15 years of age

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

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

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

Health Services

The school nurse's office is located on the first floor near the main office in room 153. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable diseases, encouragement of physical and dental examinations and promoting sound mental health. A nurse or her designee will be in the office every morning for the purpose of checking those who have been absent and helping those who may feel ill. Any student who has to leave the school because of illness must first check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from school due to illness or accident. The

student is not to call the parent without permission from school personnel.

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

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

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

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

Homeless Students Policy

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

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

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the

federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

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

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

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

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the

Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

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

Indian Education

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

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 website.

Internet Policy

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

Lockers

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

Students should follow the locker regulations given below:

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

Lost and Found

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

Lunch / Closed Campus

Norfolk Middle School **DOES NOT** have an “open campus” policy during the noon hour. Having a closed campus means that your child cannot leave school to go out for lunch or go home for lunch. Students will be permitted to leave campus for lunch only if they are under the direct supervision of a parent and if that parent has notified the office in advance of the visit. Students must be back before the end of the lunch period or they will be counted as absent or tardy. Before leaving campus, the parent must come to the main office and sign the student out. For safety reasons, the school will no longer accept written notes to excuse students for lunch. Parents are welcome to eat with students at school if they wish.

Lunch Guidelines

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

Nondiscrimination Statement

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

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

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

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

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

*Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights*

1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Media / Student Photos

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

Media Center

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

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

Notice Concerning Designation Of Law Enforcement Unit:

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

Notification of Concern

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

Parental Involvement in Education (LB 1161)

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

Police Interviews-Policy 5413

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

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

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

Expectations for Reading Time

- Everyone reads.
- Silence during reading time.
- Students need to be prepared to read the entire time assigned.
- Reading materials should be chosen outside of class or during study hall.
- Bring a book every day.
- Students are expected to be responsible and bring leisure-reading material appropriate for school (books, magazines, newspapers). These materials will be items that the student has selected.

- Students not having materials ready for class may be assigned alternate reading at the classroom teacher's discretion. Classroom teachers will determine appropriateness of questionable material.

School Campus

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

School - Community Intervention Program (SCIP)

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

Search and Seizure- Policy 5406

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

Norfolk Public Schools property. Law enforcement, including sniff dogs, will be contacted when circumstances dictate.

Securing a Teacher's Help

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

Student Services / Discipline

Behavior Expectations

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

Student Behavior

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

Student Discipline

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

Student 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 Visitors

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

Discipline at School Functions

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

Credit for Course Work during Suspension

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

Detentions

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

Telephones

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

Testing

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

Trespassing

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

Video Surveillance

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

Visitors

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

Norfolk Public Schools District Policies

Title I Parental Involvement Policy--6410

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

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

Expectations for Parental Involvement

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

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

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

Policy Involvement

Each school served under the Title I program shall:

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

Shared Responsibilities for High Student Academic Achievement

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

Building Capacity for Involvement

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

Accessibility

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

Use, Distribution, and Updating of this Policy

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

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

NORFOLK PUBLIC SCHOOL'S DISTRICT HARASSMENT POLICY 5401

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

A. Elimination of Discrimination.

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

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

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

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

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

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

1. Purpose:

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

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

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

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

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

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

- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

- i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take

immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

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

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

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

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

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

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

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

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

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

STUDENT FEES POLICY

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

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

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

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

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

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

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

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

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

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

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

(10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students'

files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

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

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

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

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

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

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

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

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

Date of Adoption: March 9, 2015

Date of Reaffirmation: September 14, 2015

Date of Revision: March 14, 2016

Date of Revision April 11, 2016

Date of Revision: April 10, 2017

Date of Revision: April 9, 2018

Date of Revision: April 8, 2019

Date of Reaffirmation: June 8 2020

Date of Reaffirmation: February 14, 2022

Date of Reaffirmation: April 17, 2023

Student Fee List

Activity Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of \$40.

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of \$60, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form prior to the start of their first activity.*

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

Activity	Middle School (Gr. 5-6)
21 st Century After School Participation Fee	2 day \$25 per Qtr 3 days \$50 per Qtr
Band (Methods Books for Lesson)	\$10 to \$13/year
Band Instrument Rental (school owned)	\$25.00/semester
Orchestra (Lesson/Method Book)	\$12.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Summer School Fee	\$20 Sem.

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

Fund Raising

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

Penalties

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

NORFOLK MIDDLE SCHOOL

FEE WAIVER APPLICATION FORM 2022-2023-2024 SCHOOL YEAR

Student Name: _____

Student Signature: _____

Grade: _____

Parent Name: _____

Parent Signature: _____

Date: _____

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

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

Band

Orchestra

For Central Office Use Only

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Approved:

Denied:

No Lunch Application on File

No Share Information Form on File

Cannot Share Information

Does not qualify for F-R Lunch

CO Administrator's Signature

Date

CO Administrator's Signature

Date

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

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

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

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

III. ATTENDANCE POLICY

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

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

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

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

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

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

1. Length of expulsions for regular and special circumstances

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

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

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

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

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

The term "destructive device" means

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

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

i. Public indecency.

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

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

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

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

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

b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian, and student.

c. Such written notice shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.

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

Norfolk Middle School

Code of Conduct

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

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

Assaults/ Fighting

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

Additional Information:

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

Threats/ Intimidation

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

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

Weapons, Firearms, Nuisance Items

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

From the Students Rights and Responsibilities in Norfolk Public Schools:

Weapons

Students are forbidden to:

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

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

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

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

The term "destructive device" means

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

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

Drugs, Alcohol

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
C1	<p>Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation</p> <p>“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.</p>	<p>OSS 5-19 days.</p> <p>Notify parents and police. Refer to counselor for substance abuse intervention. SCIP referral. Possible recommendation for expulsion.</p>	<p>Recommendation for expulsion.</p>	
C2	<p>Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.</p>	<p>OSS 5-19 days</p> <p>Recommendation for expulsion.</p>		
C3	<p>Possession or sale of drug paraphernalia.</p>	<p>OSS 5 -19 days.</p> <p>Notify parents and police. SCIP referral. Possible recommendation for expulsion.</p>	<p>OSS 10 -19 days. Notify parents and police. SCIP referral.</p> <p>Recommendation for expulsion.</p>	<p>Recommendation for expulsion.</p>

Robbery, Extortion

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

Fire Setting, Arson, Graffiti

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

Theft

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

Tobacco, Lighters/ Matches

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

Harassment

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

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

Violations of School Rules

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

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

Truancy / Loitering

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

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

Miscellaneous Violations

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

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

I25	Continual violation of school rules	Parent conference with administrator. Possible OSS 1-3 days.	Parent conference with administrator. Possible OSS 3-5 days.	Parent conference with administrator. Possible OSS 5-10 days.
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Norfolk Public Schools
Norfolk, Nebraska
August ~~2022~~ 2023

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

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

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

August ~~2022~~-2023

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

_____ online at www.norfolkpublicschools.org

_____ on our student chromebook

_____ requested and received a hard copy from school personnel

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

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Norfolk Junior High School

Dr. Jen Robinson, Principal
Beau Viergutz, Assistant Principal, Amber Lenton, Dean of Students/Activities Director

510 Pasewalk Ave.
Norfolk, Nebraska 68701-5296

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

August, ~~2022~~ 2023

Junior High Students and Parents /Guardians,

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

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

Sincerely,

Dr. Jen Robinson
Principal

Norfolk Public Schools Vision Statement

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

Norfolk Public Schools District Mission Statement

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

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

Principal

Dr. Jennifer Robinson

jenniferrobinson@npsne.org

Assistant Principal

Beau Viergutz

beauviergutz@npsne.org

Dean of Students/Activities Director

Amber Lenton

amberlenton@npsne.org

School Resource Officer

Officer Brent Tietz

OfficerBrent@npsne.org

Juvenile Accountability Liaison

Carey Hopkins

careyhopkins@npsne.org

Principal's Secretary

Cher Moore

chermoore@npsne.org

Assistant Principal's Secretary

Robin Mrsny

robinmrsny@npsne.org

Junior High Secretary

Sandy Claussen

sandyclaussen@npsne.org

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

8th Grade Counselor

Maria Moje

mariamoje@npsne.org

Brian Porn

brianporn@npsne.org

7th Grade Counselor

Alexa Stueckrath

alexastueckrath@npsne.org

Maria Moje

mariamoje@npsne.org

Guidance Secretary

Julia Spaulding

juliaspaulding@npsne.org

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TIME SCHEDULES**Regular Dismissal 8th Grade**

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

Regular Dismissal 7th Grade

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

Wednesday Dismissal 8th Grade

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

Wednesday Dismissal 7th Grade

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

11:30 am Dismissal 8th Grade

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

11:30 am Dismissal 7th Grade

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

2022-2023-2024 Parent Calendar

NJHS Policies and Regulations

ACTIVITIES

STUDENTS' ELIGIBILITY FOR GRADES 7 AND 8

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

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

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

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

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

APPEAL PROCESS

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

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

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

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

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

Eligibility Dates

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

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

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

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

ACTIVITY INVOLVEMENT/ DISCIPLINARY ACTION

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

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

DANCES (SCHOOL- SPONSORED)

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

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

PHYSICALS

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

TRANSPORTATION GUIDELINES

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

ATTENDANCE**PROCEDURE FOR REPORTING ABSENCES**

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

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

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

EXCESSIVE ABSENCES

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

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

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

ENTERING THE BUILDING

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

Student Breakfast:

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

Before school and students entering the building in the morning:

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

After school and students exiting the building:

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

VISITORS

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

STUDENT VISITORS

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

SCHOOL ACTIVITIES

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

PLANNED ABSENCES

Students who know in advance of an absence must pick up a "planned absence sheet" from the office. The student should complete the information required; name, date(s) of absence, and the reason. This sheet should then be presented to each instructor. The teacher will sign the sheet after arrangements have been agreed upon for completion of work. **The teacher's signature is not an acceptance of the absences,** only an acknowledgment that the teacher has been informed and arrangements for work determined. It is imperative for students and parents to inform the school and teachers of planned absences. **Failure to complete a "planned absence sheet" may result in no credit for work missed.** **Students will be allowed 2 days for each day missed to make up classwork with a maximum of 10 days.**

TARDIES TO CLASS

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

TARDIES (MORNING) - REPORTING TO SCHOOL

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

TRUANCY POLICY

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

WITHDRAWALS

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

GENERAL POLICIES**AGENDAS**

Organization is an essential skill for student success; therefore, all students will be using their school issued Chromebook for many of their organizational needs including recording of assignments, etc. Students will also be utilizing a digital calendar to help with time management. Students are required to carry their school issued Chromebook with them at all times during the school day (unless privileges for the device have been temporarily taken away for disciplinary reasons). All students will also be given a generic agenda to use and students may purchase an additional generic agenda for \$2.00 while supplies last.

ATTEND/MONITOR COURSES (PARENTS)

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

BICYCLES, SKATEBOARDS and ROLLERBLADES

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

BOOK BAGS/BACKPACKS/DUFFEL BAGS

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

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.

CANCELLATION OF SCHOOL

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

CELL PHONE/ ELECTRONIC DEVICES POLICY

As with any tool, there are appropriate places and times for the use of these devices. Permissible

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

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

First violation

- Teacher conferences with student about the appropriate use of electronic device, **possible loss of privileges.**

Second violation

- Teacher conferences with student about the appropriate use of electronic device. Teacher contacts parent about inappropriate use of electronic device, **possible loss of privileges.**

Third violation

- Confiscate device and bring to administration office, **possible loss of privileges.**

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

Additional Electronic Devices Guidelines:

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

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.

Dating Violence Policy 5420

Norfolk Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2139 to 79-2142

Date of Adoption: May 12, 2014

Date of Reaffirmation: April 9, 2018

Date of Reaffirmation: April 11, 2022

EMERGENCY EXCLUSION

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

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

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

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

FINES

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

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

GRIEVANCE PROCEDURE

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

HAZING

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

HEALTH RECORDS

Immunization Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, ~~2022~~ **2023: A student is defined as any child entering Kindergarten through 12th and all students transferring from outside the State of Nebraska regardless of grade:**

3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday

3 doses of Polio vaccine

3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age

2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month

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

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

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

Physical Examinations

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

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

HEALTH SERVICES

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

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

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

HOMELESS STUDENTS POLICY

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

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

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

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when

such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

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

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

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

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

INDIAN EDUCATION

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

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 website.

Chromebooks:

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

INTERNET

School Computer Guidelines:

- The school provides computers and the Internet for students to learn. All use of computers, printers, cell phones and the Internet at school are only for student learning.
- Students should not play games without specific teacher permission.
- If students accidentally see material that is rude, nasty, mean, dangerous or inappropriate, they must click on the HOME button immediately and tell their teacher or other adult staff about the situation. Students will not download movies, videos or games. This is stealing.
- Students will not put any personal information about themselves on the internet. Posting photos or videos about themselves or sharing personal information like an address, phone number, hobbies or daily activities is strictly prohibited.
- Students will not share any personal information about other people over the internet. Posting other people's photos, videos or personal information is strictly prohibited. When posting anything digitally, students should ask themselves "How would I feel if somebody said that about me?" If it is mean or nasty, don't say it.
- It is expected that students will look after themselves and other people by telling their teachers or parents about people who are being mean or bullying.
- Students will acknowledge all material taken from websites and include web addresses in their work. Plagiarism is not okay and school consequences may be administered for violations.

LOCKERS

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

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

LOST AND FOUND

Lost and found items are to be turned into the office. Items not claimed by **December 20th or June 1st** of each school year will be given to welfare agencies. Lost or replacement ID cards cost \$5.00.

Norfolk Junior High School is not responsible for any personal items lost during the school year. This includes, but is not limited to, any electronic items and yearbooks. **The school is not responsible for lost, stolen, or damaged items.**

LUNCH - CLOSED CAMPUS

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

LUNCH GUIDELINES

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

Nondiscrimination Statement

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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

Married Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

MEDIA (STUDENT PHOTOS / VIDEO)

Students may periodically be photographed or videotaped by the media for print in local or regional publications or school website. Student names may be released to the media to accompany these

photographs or videos, unless parents specifically request in writing to the building principal that their student(s) should not be included.

MULTICULTURAL POLICY

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

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

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

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

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

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

NOTIFICATION OF CONCERN

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

practical to do so) alternate instructional and/or school experiences for those activities from which the student has been excused.

PARENTAL INVOLVEMENT in EDUCATION (LB 1161):

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

Police Interviews-Policy 5413

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

Notice Concerning Designation Of Law Enforcement Unit:

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

Pregnant and Parenting Students

Norfolk Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

Pursuant to law, this policy will be available at the beginning of each school year on the district's website and is hereby incorporated into the student handbook.

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.

SCHOOL CAMPUS

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

SCHOOL -COMMUNITY INTERVENTION PROGRAM (SCIP)

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

SEARCH AND SEIZURE-POLICY 5406

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

STAFF QUALIFICATIONS

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

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

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

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

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

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

- I. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - a. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;

- b. The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- c. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]

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).

TRESPASSING

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

VIDEO SURVEILLANCE

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

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

GUIDANCE AND ACADEMIC INFORMATION

GUIDANCE

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

Academic Promotion Requirements

8th Grade:

To be successfully promoted to the ninth grade, eighth grade students need to demonstrate sufficient progress on grade level standards in all subject areas. Students may also be required to take summer

school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

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

7th Grade

To be successfully promoted to the eighth grade, seventh grade students need to demonstrate sufficient progress on grade level standards in all subject areas each semester for the year- Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

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

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

REPORT CARDS / PROGRESS REPORTS/Parent Portal

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

-Academic Performance Levels for Proficiency Grading

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

Academic Performance Level for Alpha Grading

Name	Score
------	-------

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

ACADEMIC INTEGRITY

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

ACCESS TO RECORDS

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

Notice Concerning Directory Information

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

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

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

BIRTH CERTIFICATE

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

COMPLAINTS ON MATERIALS

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

DEMOGRAPHIC CHANGES

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

EXEMPTION PROCEDURE

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

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

Registration:

7th grade students register for 8th grade in the spring for the following year. A student will have the opportunity to select and finalize courses during spring registration with the school counselor. Following spring registration, students can adjust courses based on conflicts in their schedules. ***Please note: Some classes have limited spaces and not all requests are able to be met.***

Schedule Changes/Requests for Dropping or Adding a Class:

If students want / need to change an elective course, they will have only ten school days from the beginning of the course to get the class changed on their schedule. It would be difficult for students and teachers to catch up on coursework missed for more than ten days. Requests to drop a course will be initiated by the student or parent to the school counselor.

Course changes after the 10 days are only allowed under the following circumstances:

If there is a schedule conflict that cannot be adjusted without dropping or changing a course.

Procedures for withdrawing from a course:

1. Conversation with the teacher
2. Counselor conferencing with teacher, student and parent
3. Problem-solving with all affected parties

Additionally, the requests will be honored only if the changes will work in the students' schedules and if there is space available in the courses.

SCHEDULE CHANGES

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

SECURING A TEACHER'S HELP

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

STUDENT GUIDELINES FOR Advisory

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

Criteria for students in Advisory class:

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

TESTING

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

NPS HARASSMENT POLICY

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

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

A. Elimination of Discrimination.

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

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

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

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please

contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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

1. Purpose:

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

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

- a. Name-calling,*
- b. Teasing or taunting,*
- c. Insults, slurs, or derogatory names or remarks,*
- d. 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 Reaffirmation: February 14, 2022

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

STUDENT FEES POLICY

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

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

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

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

(3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

Date of Adoption: March 9, 2015

Date of Reaffirmation: September 14, 2015

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Date of Revision April 11, 2016

Date of Revision: April 10, 2017

Date of Revision: April 9, 2018

Date of Revision: April 8, 2019

Date of Reaffirmation: February 14, 2022

Date of Reaffirmation: April 17, 2023

STUDENT FEE LIST

Activity Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of \$40.

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of \$60, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This

fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form prior to the start of their first activity.*

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

Activity	Junior High (Gr. 7-8)
21st Century Learning Center Participation Fee (Aftershock)	2 Days: - \$25.00 per quarter 3 or more Days: \$50.00 per quarter
Participation Fee w/ Activity Card	\$60.00/year
Band Instrument Rental (school owned)	\$30.00/semester
Band/Choir Black Dress Pants	\$20.00/year
Show Choir Performance Outfit	\$75.00/year
Orchestra (Lesson/Method Book)	\$12.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests	\$25.00/year
Summer School	\$20.00/session
Technology Fee	\$35.00/year
Volleyball (Travel Team only)	\$20 Black Spandex

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

*Applicable to student in 1 to 1 technology environments.

*Additional cost may occur for solo and ensemble competitions

Athletic Physicals

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

Fund Raising

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

Penalties

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

NPS STUDENTS' RIGHTS AND RESPONSIBILITIES

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

August 2022-2023

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

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

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

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

III. ATTENDANCE POLICY

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

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

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

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

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

- the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
 - f. Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

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

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

The term "destructive device" means

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

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

- a. The principal (*Building Principal, Assistant Principal, Dean of Students*) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or

- school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services office. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
 - c. Such written notice shall include the following:
 1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
 - d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
 - f. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
 - g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
 - h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
 - i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.
4. Alternative Education Program During Expulsion
- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

NPS STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

August, ~~2022~~-2023

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

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

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

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

Activities Covered

All students engaged in activities, such as:

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

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

Rules/Standards

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

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

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

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

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

Exclusions

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

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

First Offense

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

Self-Reporting

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

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

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

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

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

Second Offense

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

Third Offense

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

Fourth Offense

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

Procedures for Disciplinary Consequences

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

The administration shall, as soon as is reasonably possible:

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

Building Head Principal shall inform the parent or guardian of his/her decision within seven calendar days from the date that the appeal is received.

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

STUDENT SERVICES AT NJHS

Student's Rights and Responsibilities

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

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

DISCIPLINE

BEHAVIOR EXPECTATIONS (STUDENT)

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

BUS CONDUCT

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

term suspensions and removal from the bus completely. Students unable to ride the bus due to disciplinary action must make alternate ride arrangements.

Expectations for students riding school buses:

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

Continuum of Consequences for Inappropriate Bus Behavior

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

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

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

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

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

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

Credit for Course Work during Suspension

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

Detentions

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

Discipline at School Functions

Students are expected to behave in an orderly and appropriate manner as listed in the district's **Rights and Responsibilities** and the school's discipline code while attending school or any school function on school grounds (parking lots included) or elsewhere. Students are also expected to follow school rules at activities (parking lots and activities near or in vehicles at Memorial Field are also subject to the code of conduct) and at any out of town school events. If students choose to act in an inappropriate fashion, they will receive consequences consistent with the severity, intensity, and frequency of their actions. Students may conference with teachers, parents, and/or administration and/or may receive detentions, in-school suspensions, out-of-school suspension, expulsions, or additional consequences as determined by administration as a result of inappropriate behavior. Detentions occur at the end of the school day from 3:30 pm to 3:50 pm. There are no morning detentions in the office. In-school suspension begins at 8:00 am and ends at 3:30 pm. Parents are encouraged to call teachers and the administration concerning discipline in the classroom or at other school functions.

DRESS CODE

STUDENT ATTIRE GUIDELINES

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

Criteria for Student Attire:

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

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

Code of Conduct

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

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

Additional Information:

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

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

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

Threats/ Intimidation

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

A5	Threats, intimidating /menacing another student, including hazing.	ISS 1-3 days. May OSS 1-3 days Notify parents, may notify police.	OSS 3-5 days Notify parents, may notify police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents, notify police. Recommendation for expulsion.
A6	Threats, intimidating, or menacing school personnel	OSS 1 - 5 days Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days Notify parents and police. Recommendation for expulsion.	
A7	Swearing at school personnel.	OSS 3-5 days Notify parents and possibly remove from class.	OSS 5-19 days	Recommendation for expulsion.

A8	Initiating a real or perceived threat on the school. i.e. bomb threat, shooting threat, etc.	OSS 5-19 days. Notify parents, police, and/or fire marshal. Recommendation for expulsion.		
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Weapons, Firearms, Nuisance Items

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

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

Drugs, Alcohol

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

C 3	Possession of drug paraphernalia or sale of.	OSS 5-19 days. Notify parents and police. SCIP referral. Possible recommendation for expulsion.	OSS 10 -19 days. Notify parents and police. SCIP referral. Recommendation for expulsion.	Recommendation for expulsion.
	Infraction	1st Intervention	2nd Intervention	3rd Intervention
D1	Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2	Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.

Fire Setting, Arson, Graffiti

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

Theft

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

Tobacco, Lighters/ Matches

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

Harassment

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
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H 1	Written or Oral Harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background	Conference with administrator. Detention/ May ISS/OSS 1- 3 5 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.	OSS 3- 5 days. Notify parents. Conference with administrator. Written action plan developed. May contact police.
H 2	Visual harassment: offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. Detention/ May ISS / OSS1- 3 5 days. Possibly notify parents or police	ISS/OSS 1-5 days. Notify parents. Possibly notify police. Conference with administrator.	OSS 3-5 days. Notify parents. Notify police. Conference with administrator
H3	Physical Harassment: Intentional or obvious unwelcome or offensive physical contact	ISS/OSS 1-5 days. Notify parents & may notify police. Possible recommendation for expulsion.	OSS 1-5 days. Notify parents & police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents & police. Recommendation for expulsion.
H4	Sexting: Possession of images or sending sexually explicit photographs of minors via cell phone or other electronic devices.	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	

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

Violations of School Rules

	Infraction	1st Intervention	2nd Intervention	3rd Intervention
I 1	Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information.	Detention/ISS 1-3 days. Notify parents. Conference with administrator.	Detention/ISS/OSS 1-3 days. Notify parents. Conference with administrator.	ISS/OSS 1-5 days. Notify parents. Conference with administrator.
I 2	Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.	Detention/ISS 1-3 days Notify Parents	Detention/ISS/OSS1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.

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

I 11	Wrongful use of skateboard, roller blades, bicycles, etc. on school property.	Item confiscated. Notify parents. Parents may pick up item at the end of the day. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up item. May ISS 1-3 days.	Item confiscated. Notify parents. Parents may pick up May ISS 1-3 days.
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Truancy / Loitering

I 12	Truancy (1 Period)	Detention. Notify parents.	Detention/ISS 1-3 days. Conference with administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.
I 13	Truancy (2 or more Periods)	ISS 1-3 days. Conference with Administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.	ISS 3-5 days. Conference with Administrator and parents notified.
I 14	Unauthorized entry into any unsupervised school area.	Conference with administrator. ISS 1-3 days. May notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents. May contact police.	OSS 1-5 days. Notify parents.
I 15	Loitering	Conference with administrator. May issue detention.	Detention. ISS 1 -3 days. Notify parents.	ISS 1-3 days. Notify parents.
I 16	Leaving school without following procedure	Conference with administrator. Notify parent. Student will be marked unverified. May ISS 1-3 days.	May ISS 1 –3 days. Notify parents. Student will be marked unverified	ISS / OSS 1-3 days. Notify Parents. Student will be marked unverified.

Miscellaneous Violations

I17	Unprepared for class	Conference Teacher notifies parent.	Conference/ Detention Teacher notifies parent	Student/Teacher contract. Teacher notifies parent. Student and /or parent conference with team. Develop written plan of action.
I18	Cheating on Tests and quizzes.	Student may make-up an alternate assignment/ assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation.	Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher.	Parent Conference at school w/ administration.

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

SOCIAL MORATORIUM

Students committing violations in Student Code of Conduct may also be issued a social suspension effective until the satisfactory completion of a behavior contract. Students receiving a social suspension would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions. **Administrators may also assign a social moratorium in the case of multiple violations of NHS Code of Conduct categories. (ie truancy / refusal to comply), chronic absenteeism, and not passing 4 or more classes.**

Norfolk Public Schools
Norfolk, Nebraska
August, 2022-2023

Dear Students, Parents, and Guardians:

The Norfolk Public Schools' staff is excited to partner with you throughout the ~~2022-2023~~ **2023-2024** school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

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

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

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

Sincerely,
Dr. Jami Jo Thompson
Superintendent of Schools

Norfolk Public Schools
Norfolk, Nebraska
August, 2022 2023

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

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

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

Senior High Administration

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

Guidance Counselors Begin with Students Last Name

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

Administrative Assistants

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

NORFOLK HIGH SCHOOL
From the desk of the Principal

Dear Parents, Guardians and Students of Norfolk High School,

Welcome to the ~~2022-2023~~-2024 school year. I am excited and honored to serve as the principal of Norfolk High School. Along with this dedicated team of teachers and staff, I am ready to continue the process of creating exceptional and effective learning opportunities. Together, with your support, input, and cooperation, we can offer our students the best possible programs and opportunities.

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

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

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

Sincerely,

~~Dr. Derek Ippensen~~-**Jason Settles**
Principal, Norfolk High School

Norfolk Public Schools Vision Statement

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

Norfolk Public Schools District Mission Statement

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

Norfolk High Fight Song

On For Norfolk High School

On To Victory

Panthers of Norfolk

Always Fight For Thee RAH, RAH, RAH

On To Win The Battle

With All Our Might

Panthers Of Norfolk

Maroon And White

NHS Bell Schedules

8:00 am to 3:25 pm

Period

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

8:00 am to 2:00 pm

Period

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

Lunch Periods

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

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

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ACADEMIC INFORMATION

Academic Awards

Graduating with Honors

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

Graduating with Distinction

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

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

Graduating with Highest Distinction

Students who “graduate with highest distinction” will be limited to the top 5% of the graduating class. This number will be determined as a percentage of the candidates for graduation as of May 1. These students will wear white gowns at graduation. Students who earn this recognition in grades 9 - 12 must:

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

Honor Roll

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

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

Norfolk Senior High All A's Award

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

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

Norfolk Senior High Science Award

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

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

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

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

Academic Achievement Award:

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

Principal's List

Each semester a Principal's List will be published recognizing students who earn all A's and meet the minimum course requirements: 9th, 10th, and 11th grade students must have 30 credits each semester. 12th grade students must have twenty-five credits each semester. Of the minimum course load, students must have at least four numeric grades. Students appearing on the Principal's List will not appear on the Honor Roll list.

College Visits

Students choosing to visit a college during their junior or senior year must pre-arrange the absence with their teachers by using the pre-arranged absence form. Students are given two absences to visit a post-secondary institution during their junior ~~or~~ and senior year. Students must have pre-arranged the absence with the attendance secretary and provide documentation from the institution of the visit upon their return.

Finals Policy

In the event that a student is considering being absent during final exams the students must:

1. The student's parent/guardian must communicate with Administration.
2. Administration will inform teachers of the absence
3. The student will be scheduled to take the test on the first teacher day after the winter break or in the spring semester on the last teacher workday or as arranged with individual teachers.

Grade Classification

Students are classified annually according to the following credits:

Seniors	170-230
Juniors	110-169

Sophomores 50- 109
Freshman 0- 49

A student may be reclassified at midterm if this reclassification helps him/her rejoin his original class.

Grading Scale

The grading system for Norfolk Public Schools is as follows:

Target Score	Percent Score	GPA Score	10% Advanced Placement Bump
4	100	4	4.4
3.5	99	4	4.4
3	98	4	4.4
2.5	89	3.375	3.7125
2	80	2.25	2.475
1.5	70	1	1.1
1	61	0	0

- | | |
|---------------------------|-----------------|
| A = Outstanding, 94-100% | P= Pass |
| B = Above Average, 86-93% | INC= Incomplete |
| C = Average, 78-85% | WD= Withdrawal |
| D = Below Average, 70-77% | NC= No Credit |
| F = Failing, below 70% | |

Only semester grades are considered permanent and appear on Transcripts. Board Policy 5202, Article 5 - Amendment of Student Records.

Minimum Required Course Load Per Semester

- Freshman, sophomores, and juniors are required to be enrolled in academic subjects that total 30 credits (6 academic courses).
- Seniors are required to be enrolled in academic subjects that total 25 credits each semester (5 academic courses).
- Requests for exceptions to the above requirements shall be submitted in writing to the Senior High Principal.

Academic credits are those given to most courses. Teacher and Office Aide positions do not count as academic credits.

Physical Education Grades

Physical Education will be using letter and percentage grades. These grades will not count in the student's grade point average. Final grades will be Pass or Fail.

Registration

Pre-registration of students in attendance is held during the spring term proceeding the fall term. Registration of students new to the District is held during the two weeks prior to the fall term. Students who have dropped during their senior high career must first conference with the Principal before being allowed to register.

Schedule Changes

Spring registration is considered final. Schedule changes will occur only if a mistake has been made in scheduling or if a student has failed required classes needed for graduation. The NHS Master Schedule of classes is composed, teachers are hired and assigned, rooms are assigned, facilities are built or adjusted, and supplies/materials are purchased based upon the number of students registered for specific classes. Therefore, wholesale schedule changing would not only affect the carefully planned outline of the student's high school career, but

it would also nullify the efforts made in constructing a well-developed Master Building Schedule for all students and teachers. If you have a problem or discover a mistake in your schedule, continue to follow the assigned schedule until you visit with your counselor (an appointment will probably be required). Do not miss the class in question while waiting for your counselor. Make an appointment before or after school or during a free period. If you do not present your teacher with a guidance appointment slip before you have a conference with your counselor, you will receive a grade of zero for the time(s) missed.

Required Courses for Graduating

Language Arts, must include: 40 credits

- 10 credits of English 9
- 10 credits of English 10
- 10 credits of composition/literature
- 5 credits of speech
- 5 credits of elective courses in the area of language arts

Social Studies, must include: 30 credits

- 20 credits of American History
- 5 credits of world cultures/geography
- 5 credits of government

Science, must include: 30 credits

- 10 credits of physical science
- 10 credits of biology
- 10 credits of elective courses in the area of science

Mathematics, must include: 30 credits

- 10 credits of algebra
- 10 credits of geometry
- 10 credits of elective courses in the area of mathematics

Physical Education: must include: 10 credits

Computer Technology: must include: 5 credits

Personal Finance: 5 credits – starting with class of 2024

Electives, must include: 85 credits

- Eighty-five credit hours of elective courses in the content area(s) of student's choice
- Class of 2024 will only need 80 elective credits with the addition of Personal Finance

Any request for exception to the graduation requirements shall be submitted, in writing, to the Senior High Principal at least 60 calendar days prior to the graduation date.

Requirements for Graduation

- A student must complete 230 credits, grades 9 thru 12, to qualify for graduation.
- At least the last two terms shall have been completed in residence at Norfolk Senior High. This two-term resident requirement may include a summer term. If a student cannot meet this graduation requirement and wishes to be considered for graduation, he must make application to the Superintendent of Schools, through the Senior High Principal, stating in writing his/her reason for being unable to fulfill the residency requirement.
- A student may ask to be considered for graduation at the end of the first semester when the student shall have satisfied the graduation requirements for Norfolk Senior High. This request shall be submitted in writing to the Senior High Principal by October 15th and March 15th.

Schedule Changes

Before you will be permitted to drop any class or change a teacher consultation with your counselor, the teacher, Assistant Principal, and parent are necessary.

- If a student drops a class after 10 school days, a WD (Withdrawal) will be recorded on his/her transcript.
- All students dropping a class after the 10-day drop period will be placed in a study hall.
- Students dropping a course after the first nine weeks of each semester will receive a 60% on their transcript.

Transfer Credit/Correspondence Courses

Transfer credits must be from an accredited institution. Correspondence credits must also be from an accredited institution and meet the following criteria: written approval of the Principal, must not take less than 5 weeks to complete, have an approved supervisor, be completed by the time annually designated for completion of Senior grades and credits, (typically the Monday prior to graduation.)

Weighted Grades

At the present time all Advanced Placement courses and Accounting-2 are "weighted" courses. Weighting shall be 10% to the students earned GPA.

SCHOOL POLICIES AND REGULATIONS

Access to Records

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

Notice Concerning Directory Information

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

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

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

Activity Cards

Any student may purchase an activity card for \$40. The Activity Card allows students to attend all NHS home games, the opening night of plays and musical. It is not valid at NSAA sponsored activities (districts and state tournaments) or the Northeast Nebraska Track Classic.

After School Events

Norfolk Senior High School offers a number of events students may attend after the school day has ended. It is our expectation that a student attending one of these events either home or away will follow the Norfolk Public Schools Rights and Responsibilities along with the Norfolk Senior High Code of Conduct.

Attendance

Punctual and regular attendance is an extremely important part of your daily school record. All students are required to attend school daily. State law allows a maximum of twenty days per school year. Absences are excused only when the parents have contacted the school within 24 hours of the absence. All absences (excused or unexcused) shall count towards the twenty-day limit, except for school activity absences and suspensions. Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10 and 15 absence a meeting will be requested to go over an attendance improvement plan. On the 20th absence a letter will be sent to the Madison County Attorney's office.

Attendance - Prearranged Absences

Request for pre-arranged absences must be completed and turned into the Attendance Office 24 hours prior to the date(s) of the absence. The pre-arranged absences sheets are available from the receptionist. Students are required to meet with each of their teachers to arrange for schoolwork. Parents need to contact the Attendance Office to verify the absence. These absences will be counted toward the mandatory 10-day absence policy. Students who are involved in non-school sponsored activities are required to complete the pre-arranged absence for 24 hours in advance of the absence.

Attendance - Tardiness:

Students are allowed three tardies to 1st period ONLY before consequences are given. Consequences will be assigned to students tardy to any classes following 1st period on the first tardy. A student will receive a 20 minute detention for the first tardy for all periods except for 1st period which will begin on the 4th tardy. Each additional tardy on the same school day will result in an additional 10 minutes per tardy. First period tardies will be reset to zero at the start of each semester. Tardiness beyond ~~10-25~~ minutes for 1st period is considered an absence from class. Classes 2-9 tardiness beyond 10 minutes will be considered an absence from class. Students can only be excused by a parent when tardy entering the building for the students first period of the day or when returning from open periods. Tardy to the 1st period of the students day for 5 consecutive school days in which the student has not served detention time will result in 1 day of ISS.

Attendance - Truancies/Unexcused Absences

Students will be considered truant if they (See Truancy Policy)

- Fail to report to school and do not have an excuse from parents or guardians within 24 hours.
- Leave the building without checking out with the main office or school nurse and/or fail to have a parent call before leaving school.
- Are not in their assigned class but remain in the school building without permission. Students that remain unexcused will face disciplinary action as per school policy.
- If a student is unverified for the same period for 3 consecutive days will result in ISS over detention time.

Book Bags/Backpacks/Duffel Bags

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

Bicycles

A bicycle rack is available for bicycle riders and is located at the west entrance. All bicycles should be chained.

Birth Certificate

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

Breakfast Program

The high school will be serving breakfast in the morning. Students who want to eat our school breakfast will be able to enter the building at 7:20 a.m. Breakfast will be served from 7:20-7:50 a. m. each school day. Students should enter the building from the main entrance (door #1). Students riding the bus will be able to eat breakfast when they arrive.

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.

Cafeteria

A well-balanced Class "A" hot lunch is provided during the school year for all students. The School Board determines the cost of a lunch. All meals are served in the cafeteria. In addition to the regular lunch the Cafeteria provides several items ala Carte each day. Sack lunches must be eaten in the cafeteria or the student center. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TDD). USDA is an equal opportunity provider and employer." The forum area is not to be used for eating purposes. **Food, drink, or snack items may only be consumed in the cafeteria, the student lounge, or other designated area.** After eating you may visit in the cafeteria, student lounge forum. Because classes are being held, students may not loiter in the hallways or locker areas.

Bringing food in from outside vendors (McDonalds, Burger King, Subway, etc) is not permitted. Students should eat at those establishments.

Nondiscrimination Statement

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

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

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

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

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

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

This institution is an equal opportunity provider.

Cell Phone/ Electronic devices Policy

As with any tool, there are appropriate places and times for the use of these devices. Permissible situations for use of cell phone/electronic devices are when designated for learning by teacher, during passing periods and during lunch. Administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day. By allowing students to carry cell phones/electronic devices into the school building, students and their families are consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other actions deemed inappropriate by administration. Students who fail to follow the cell phone policy will be subject to the code of conduct. MP3 players, cellular phones, CD players, beepers/pagers, and laser pointers have limited usage in an educational setting. There exists a great potential for theft, a lack of control over the material being listened to, and the possible interference of the educational process. Students using these items without permission, in areas not approved, or without teacher permission will have the item(s) confiscated and returned according to the code of

conduct. Students refusing to turn over their device to a staff member will be sent to the office to meet with an administrator. **Norfolk Senior High is not responsible for loss of any of these items.**

Class Officer Nominations

- All members of the class, in good academic standing, who are interested in a particular class office may register as a candidate by submitting his or her name.
- The principal shall set a deadline when all filing shall be completed.
- Please refer to guidelines regulating the participation in extracurricular activities and holding office positions.
- Class officers will be selected from the elected student council membership.

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.

Counseling Center

There are four Guidance Counselors at Norfolk Senior High School. Each one is assigned to a part of the alphabet. If you have a problem of any kind, feel free to go to the guidance office and visit with one of the counselors. Guidance services are for your benefit. The counselors can help make the most of your high school years and plan wisely for the future. Some of the more important matters, which the counselors can help you with, include the following:

- A counselor might help you in understanding yourself and finding your place in school. The counselors have available to them a complete record of your scores on scholastic aptitude, achievement, vocational interest tests, grades achieved in classes, and other pertinent information. Knowing and understanding this information will help you to understand yourself better, direct yourself better, and find your place in life.
- Students may also sign up to take part in Job Shadowing and Mentoring
- **The behavioral awareness and health point of contact is the school building counselor.**

Credit for Course Work during Suspension

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

Dating Violence Policy 5420

Norfolk Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2139 to 79-2142

Date of Adoption: May 12, 2014

Date of Reaffirmation: April 9, 2018

Date of Reaffirmation: April 11, 2022

Demographic Changes

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

Detentions

Detentions will be assigned to students who engage in irresponsible behavior. Detentions must be served after school unless permission is granted by a school administrator to do it before school. Students unable to serve a detention on the date assigned must notify the office. Failure to serve a detention within three days of the assigned detention may result in the detention being doubled or being assigned to ISS.

Discrimination

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

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

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Opportunity in Education Act may be directed to: Director of Student Service's Office, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2504.

Emergency Exclusion:

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

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

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

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

Equal Treatment of Students

Sensitive to Student Needs: It is the position of the Board of Education that all employees of the Norfolk Public Schools be sensitive to the needs of all students. The Norfolk Public School staff must continually strive to treat all students equally including those who have concerns or questions regarding controversial issues such as abortion, alternative lifestyles, or same sex marriages. Likewise, all students have the right 1) to attend school free from verbal and physical harassment, 2) to attend school where respect and dignity for all is enforced by staff, and 3) to be included in support programs or resources that exist to help teenagers deal with the challenges of adolescence.

Procedures

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

- Have the student contact one of the school counselors.
- The counselor will provide the student help in obtaining professional assistance outside the school district including experts: ministers, priests, family counselors, health experts, psychologists, etc.
- If a student believes their rights have been violated the matter will be sent to the building principal for further review and action is needed.

Extra-Curricular Activity Participation

Students must attend the 4 periods before their activity dismissal or the end of the day. **If a student misses any of the 4 periods before their dismissal or the end of the day for an appointment, the absence must be pre-arranged and the student must bring a noted from the doctor verifying the appointment.** When in doubt consult with school athletic director regarding eligibility *immediately prior* to participating in any school activity (practice or competition.)

Fines

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

Grievance Procedure

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem with the person directly involved.

If that conference is not successful, then the person should see the person who has the next step of responsibility.

- For classroom problems the student/parent should discuss the problem with the classroom teacher privately.
- If that conference is not successful, then one of the administrators should be contacted.
- If the student/parent is still not satisfied, they may file a complaint with the Director of Student Services using the proper Complaint forms.

Harassment

The Norfolk Public Schools prohibit any form of harassment against employees, applicants for employment, and students. Everyone has the legal right to come to school without being harassed. Harassment takes many forms, but in simple terms, threats, name calling, verbal and/or physical intimidation unwanted teasing, telling falsehoods, etc. are considered harassment. Students engaging in harassing behavior can expect to face disciplinary and possibly legal action. Anyone who feels he/she has been harassed should immediately contact: Superintendent's Office, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2504. See the Norfolk Public Schools Harassment Policy in this handbook.

Hazing

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

Health Services

The school nurse's office is located on the first floor of the north addition in room 161. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable disease, encouragement of physical and dental examinations and promoting sound mental health. Any student who has to leave the school because of illness must check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office staff speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a non-prescription medication during school, the following procedures are to be followed Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry a medication with them during the school day. ***If your child has a fever or vomits at home, please keep them at home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they return to school. Please check with the school before bringing your child back to school.***

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

Homeless Students Policy

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

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

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

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

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

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

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

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

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the ~~{Name}~~ Norfolk Public Schools based on it being the school of origin, the new school and ~~{Name}~~ 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.**

Identification Cards

Each student will receive an identification card, which is the property of Norfolk Senior High School. The ID card is required to use the cafeteria, library, and to have open campus. Students must carry their ID card at all times and be prepared to show it upon request. A replacement identification card will cost \$5. If students choose to leave Norfolk Senior High School the identification must be returned as part of the withdrawal process. Students entering the building without an ID card will be asked to sign in to verify their identity. If a student enters the building more than 5 times without their ID they will be referred to an administrator and required to purchase a new identification card for \$5. Repeat offenders may be subject to social suspension.

Immunization / Physical Examination Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, 2022 **2023**:

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

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

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

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

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 website.

Lockers

Your locker belongs to the school district. For convenience, the School Board gives each student permission to use a locker during the school year. Therefore, students cannot expect their locker to be free from inspection by the school if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

- A signed locker agreement is due at the time of schedule pickup.
- Students should not leave valuables in any locker (regular or PE). Money, jewelry, and other valuable items are enticements for untrustworthy people and impossible to trace.
- Material, which by its nature might offend another student, may not be hung in lockers. Also, writing on lockers, inside or out, is prohibited.
- Lockers are to be locked at all times! Never give your lock combination to anyone.
- At the end of the school year Senior High expects the students to clean out their lockers and leave them as they found them. Failure to do so will result in a \$5 fine.

The school is not responsible for losses from lockers, whether locked or not. Lockers have been assigned. No changes may be made without notifying the office. Students are responsible for their assigned locker.

Lost and Found

Any article that you may find on the school grounds should be turned in to the lost and found in the office. Be sure to check the lost and found if you have lost something. Items unclaimed at the end of each semester will be donated to a local charity. **The school is not responsible for lost, stolen, or damaged items.**

Make Up Work

Students with excused absences will be permitted to make up their work, and they are expected to make the effort to see that this work is done. Students who will be gone for an extended period are asked to request their homework with the school receptionist to facilitate the work being complete when the student returns. Generally, the student will have the same number of school days to complete makeup work, as he or she was absent, however each teacher has their own policy and it will be made available on the first day of class.

Married Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Media Center

The purpose of the Senior High Library is to provide students and teachers with materials for enrichment of classroom work and recreational reading. The library is open daily from 7:30 a.m. to 4:00 p.m., except when otherwise announced. The following items about the Media Center should be helpful:

- You are expected to enter and exit the main entrance through the security gate only.
- To come to the Media Center during any assigned class period or study hall you must have a green pass.
- You are responsible for signing in and out of the Media Center and returning the pass to the teacher or study hall monitor before the end of the class period. You will need your ID card to check out materials.
- In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.
- Most library materials may be borrowed for two weeks and then renewed if they are still needed. Reference books, reserve books, periodicals, and vertical file materials are overnight materials and are due before first period the next school day. Any overdue book must be returned or declared lost; if lost, you must pay for the book. If the book is later found and returned to the Media Center, all money will be refunded.
- You will be expected to allow a media specialist to check all materials carried from the Media Center. If you have food or drink in the Media Center, if you act in a disrespectful or disruptive manner, if you are destructive to the Media Center

materials, facility, or furniture you will be subject to disciplinary action ranging from detention to being restricted from use of the Media Center.

You are expected to be self-disciplined and use your time in the library to read and/or do research. The Media Center is for you; therefore, think of it as a privilege (not as a right) to use and enjoy.

Multicultural Policy

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

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

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

National Honor Society

- Norfolk Senior High is a member of the National Honor Society. To be eligible for membership, the candidate must be a member of the junior class.
- Candidates must have been in attendance at Norfolk Senior High the equivalent of one full semester prior to election.
- Candidates must have a cumulative grade point average of at least 90 percent. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of members to the National Honor Society shall be by a majority vote of the faculty selection committee. This faculty selections committee shall be composed of teachers from Mathematics, Science, English, Foreign Language and Social Science departments.
- Eligible students may not apply for membership to the National Honor Society. They must, however, complete a student profile that will be used by the faculty selection committee in selecting honor society members.
- The above criteria have been adopted in accordance with the National Honor Society Guidelines.

Open Campus

Norfolk Senior High offers modified open campus to responsible juniors and seniors.

- Freshman and Sophomores do not have any open campus privileges.
- Any Junior or Senior failing one or more classes may lose open campus privilege.
- Any Junior or Senior not on track to meet graduation requirements may not be given open campus privilege.

Students may lose open campus and be assigned to study hall for: loitering in the parking lot, littering, being tardy after open campus, cutting classes and/or being unexcused/truant and other school rule violations.

Parental Involvement In Education (LB 1161):

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

Parking

School and student safety is the top priority for NHS and NPS, therefore, all vehicles parked in the parking lots surrounding Norfolk High School must display a parking permit issued by the High School. **Parking permits and replacement permits may be purchased for \$5 at the High School.** Parking at Norfolk High is limited. We suggest getting to school early (7:40 am) and the following guidelines:

- Parking on the grass, visitors area, assigned areas, bus loading zones, islands, are prohibited and will result in being ticketed.
- Parking spaces in front of the apartment buildings are for residents only.
- Do not park in front of mailboxes or driveways.

- Respect the other vehicles parked in the parking lots.
- Report all accidents to the SRO and Security.
- Lock your vehicle and keep all valuables out of sight.
- Mace/pepper spray – students may carry a small travel size bottle of mace on their keychain if it is kept in their lockers through the day. Any use of mace/pepper spray other than self-defense purposes will result in disciplinary action.

Violations will be ticketed:

- 1st Violation = \$5 fine and student conference with security/SRO
- 2nd Violation = \$15 fine, student conference, and parent contact
- 3rd Violation = \$30 fine, referral to administration, possible loss of parking privileges

****Every parking violation after the 3rd ticket will result in \$30 fine for each one thereafter.****

Vehicles parked on school lots are subject to searches if deemed necessary by High School Administration.

Safety is a priority. Please enter and exit the parking lots safely. Violation of parking rules may result in assigned parking. Failure to do so may result in the loss of parking permit.

Participation Fee

The Norfolk School Board initiated a Participation Fee of \$60. All students participating in an activity in which the sponsor is paid as an extra-duty must pay this fee. The fee is \$60 whether the student is involved in 1 activity or 10. This fee includes an Activity Card required by the Senior High. In the student fees policy the participation fee is referred to as an “activity fee.”

Passes

- Students may request to leave a classroom no more than two times per day. These passes when granted are to be recorded in the student’s planner.
- Students who are returning to an assigned area at a teacher or administrator’s request should have a “green pass” which is not recorded in the student planner.
- Students wishing to use the Media Center during as assigned class or study hall must have a “green pass” from the teacher they are completing work for and sign in at the Media Center desk.
- Students accessing the Achievement Center during Study Hall are to request a “pink pass” from their classroom teacher or Study Hall teacher and check in upon their arrival.

Passing Time

The passing time between class periods is to allow students to use the restrooms, go to their locker when appropriate, and to move from room to room. NHS expects students to use this time efficiently, appropriately, and to arrive at their next class period on time.

Permit to Leave the Building

Any student who has to leave the school because of illness or other reasons must check out with the office or the School Nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. Students who receive permits to leave the building for Doctor’s, Dentist’s, or other appointments must have a parent contact the school or bring a written notice from the doctor or dentist prior to leaving. Norfolk Senior High reserves the right to verify all appointments.

Photographs/Press Releases

Unless parents specifically request in writing to the building principal that their student(s) should not be included student photographs and names may be released for print in school social media accounts, the school websites, and local media publications.

Physical Examinations

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

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

Police Interviews - Policy 5413

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

Pregnant and Parenting Students

Norfolk Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

Pursuant to law, this policy will be available at the beginning of each school year on the district's website and is hereby incorporated into the student handbook.

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.

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

Notice Concerning Designation of Law Enforcement Unit:

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

Notification Of Concern

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

Rehabilitation Act of 1973 - Notice to Parents of Rights Afforded by Section 504

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Royalty Selection

Homecoming King and Queen:

- Five (5) candidates for Homecoming King and five (5) candidates for Homecoming King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two consecutive semesters prior to the election. Seniors who graduated early are not eligible to become candidates for Homecoming King or Queen. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- The senior boys will select the Queen candidates and the senior girls will select the King candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

Winter Royalty King and Queen:

- Candidates for the Winter Royalty King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two consecutive semesters prior to the election.
- Students who were candidates for Homecoming King and Queen and students who have graduated early will have their names removed from the lists. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- The senior boys will select the Queen candidates, and the senior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

Prom King and Queen:

- Candidates for Prom King and Queen will be selected from a list of senior boys and girls who are full-time students and have attended NHS for two consecutive semesters prior to the election. Students who were candidates for Homecoming King and Queen, Winter Royalty King and Queen, and early graduates will have their names removed from the list. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- Junior boys will select the Queen candidates and junior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
- The entire Junior and Senior classes will vote to select the King and Queen from the list of candidates.
- No girl shall be a candidate for more than one queen. No boy shall be a candidate for more than one king.

School Dances

- Students attending the dances must have their school identification card with them to enter the dance. All students without a card will not be admitted.
- Prior to entering the dance students and their guests must submit to an alcohol breath test. Students who test positive will not be allowed to enter and the police and parents will be contacted.
- Dancing must be appropriate. No front to back dancing; students must face each other.
- Re-entry will not be allowed – once a student or guest leaves the dance, the student or guest will not be allowed to return.
- After the first hour of the dance students will not be permitted to enter the dance.
- NHS administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
- Students are requested to choose apparel that is both modest and decent.
- Students are allowed to bring one guest. Guest must be in High School and no older than 20.
- If you plan to bring a guest from outside of Norfolk Senior High School you need to do the following things:
 - Sign your guest up in the office. Guests who are not signed up in advance will not be admitted.
 - Guests from other schools need to bring their identification cards with them to be admitted to the dance.
 - Guests who are no longer in school must bring a drivers' license or appropriate photo identification with them to prove that they are no older than 20 years old.

School Hours

Norfolk High School is open for general student usage from 7:45am until 3:40 pm daily (7:45 am to 2:15 pm on Wednesdays). Students meeting with teachers or involved in activities are expected to remain in those areas. Doors 1 and 16 will be opened for students on school days beginning at 7:00 am and will be locked at 8:10 am. Students arriving before 7:00 am may sit in the vestibule at door 1 or 16. Students arriving at 7:00 am will sit in the school cafeteria, forum, or student lounge. After school all students not meeting with teachers, in school activities, or in detention are to leave the building promptly.

School Nurse

The school nurse's office is immediately west of the administrative offices. If you are ill, secure a pass from your teacher and report to the nurse's office. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from school due to illness or accident. Failure to check out through the Nurse's Office or the Main Office shall be considered truancy. The student is not to call the parent. A permit to leave the building includes signing out at the office. Students returning to school following three consecutive days of illness/injury must check in with the school nurse.

Search and Seizure-Policy 5406

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

Smoking and Profanity

Smoking and profanity are not permitted on any school grounds, in any school building, at any school function, during any part of the day, which includes evening activities. Any of the above may result in the student being suspended. Please refer to the Students Rights and Responsibilities and/or Board policies, which specify suspension and from school. Also see the Senior High Code of Conduct.

Social Moratorium

Students committing violations in Student Code of Conduct may also be assigned a social moratorium effective until the satisfactory completion of a behavior contract. During the moratorium students would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from attending include school dances, sporting events, concerts, drama productions, and musical productions. Administrators may also assign a social moratorium in the case of multiple violations of NHS Code of Conduct categories. (ie truancy / refusal to comply), **chronic absenteeism, and not passing 4 or more classes.**

Special Education

What is "special education?" Special education refers to "specially designed instruction or support for students with verified disabilities." Which persons are entitled to a special education? School districts in Nebraska provide an education for individuals with disabilities from birth through 21, or program completion.

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

How does a child qualify for a special education program?

- a) Any parent or teacher who believes a child may have a disability, can request a Student Assistance Team (SAT) meeting to discuss the possibility of a referral for a special education evaluation.
- b) If the SAT members believe a special education evaluation is necessary, a recommendation will be made to the parents to grant permission for this evaluation.
- c) After written parental permission has been obtained, appropriate qualified professionals complete an evaluation of the child and make recommendations to a Multi-Disciplinary Team (MDT) to determine if there is a disability.

- d) If it is determined that a child has a verified disability, parents and staff members agree on an Individual Education Plan (IEP) to serve the child's special needs.
- e) The child is placed in an appropriate level of special education service that may include a continuum of services ranging from continued regular classroom placement with assistance provided to separate specialized programs. This placement is determined by the IEP team of which parents are an integral part, and is based upon a student's learning needs. Written parental permission is needed for initial placement into special education programming.

Staff Qualifications

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

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

In accordance with the Every Student Succeeds Act/ PARENTS' RIGHT-TO-KNOW, this is a notification from Norfolk Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner: a) information regarding the professional qualifications of your student's classroom teachers.

Please note that Norfolk High school is not Title I school, however, Norfolk Public Schools does receive Title monies.

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

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

Student Behavior

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

Student Discipline

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

Student Dress Code-Policy 5101

Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the educational process. Our public schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty and decency. Administrators must weigh community standards, harassment or standards of others, along with the individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of Norfolk will take pride in their appearance and their school.

Guidelines

- Advertising or promotion of violence/firearms, alcoholic beverages, tobacco, and illegal drugs is not permitted. This includes jewelry.
- Attire that contains vulgar or offensive language, or is sexually explicit, indecent, or lewd.

- All shirts worn must, fit well in the armpit area, and not have a plunging neckline
- Two-piece outfits must touch at the waist. Bare midriffs are not permitted. Skirts and dresses are to be appropriate and modest.
- Shoes must be worn at all times. Slippers are not acceptable.
- Clothing usually worn as undergarments cannot be worn as outer garments. All undergarments (ie; bra, underwear, boxer shorts etc.) should be covered at all times.
- The wearing of **novelty headbands**, caps ~~or hats or hoods~~ **or sunglasses** will not be permitted. Caps, ~~or hats, or hoods~~, **or sunglasses** must be removed upon entering the building. Wearing or carrying bandannas or colored handkerchiefs will not be permitted. (Violations will result in hats and bandanas being confiscated until the end of the school year.)
- The wearing of jeans with holes, slashes, or cuts will not be permitted if they occur above mid-thigh.
- **In order for any clothing item(s) to be considered school appropriate they must cover a person's chest/cleavage, midriff, and buttocks at all times.**
- Chains that are connected at both ends to clothing or wallets/billfolds and are not longer than 12 inches will be permitted if the chain is appropriate for school.

Dress Code Violation Consequences

Violators will be required to change! In some cases the shirt, hat, necklace, etc. will be confiscated and held for parents to pick-up.

Students who refuse to correct dress code violations will be referred to the office. Refusal will be considered a violation of student code of conduct category II and students will be subject to the included consequences.

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 Rosters/Student Photos

Norfolk Senior High provides a listing of students to U. S. Military Recruiters, Colleges, and occasionally to Senior High approved vendors, i.e. Class Rings, Graduation Supplies. Students may also have their photo used in Norfolk High and local media publications. Families not wanting to be included on the mailing list or not wanting their students photo used must contact the Guidance Office prior to September 1st of each school year.

Student Visitors

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

Student Withdrawal

If a student plans to drop or transfer to another school, he or she must report to the Registrar in the front office for a withdrawal slip. The student then asks each teacher to sign the slip and indicate that the student has checked in all books and met all other obligations. The withdrawal slip is then returned to the Principal’s Office.

Study Hall Expectations

Students not taking a full load of courses will be placed in a mandatory study hall. This study hall is considered an important part of the complete curriculum and offers students an excellent opportunity to complete schoolwork. Unexcused absences, or truanancies, will not be tolerated and students will be dealt with according to policy.

Students may not:

- Talk without the instructor’s permission.
- Change seats without the instructor’s permission.
- Leave without a pass from the teacher.
- Sleep during study hall.
- Play games.

Students must:

- Be in the room before the bell rings.
- Bring materials to study hall.
- Follow the instructor’s directions.
- Report back from a pass before the bell.

Technology

Students at Norfolk Senior High are required to follow the Norfolk Public Schools Internet Policy. Students and faculty must abide by the policies contained in that agreement. Students and faculty that fail to follow those policies will have their access to technology terminated.

Specifically, Norfolk Senior High School reserves the right to inspect all network files without specific permission with reasonable cause in the interest of system security and integrity. Norfolk Senior High School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain privacy, security and integrity of the Norfolk Senior High School's computing facilities.

Norfolk Senior High does not allow any copying of school-owned or licensed software or data to another computer system for personal or external use without prior approval. In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.

A complete copy of the "Technology & Internet Agreement" is available at the office. The Norfolk Public School's Internet Policy may be found in this handbook.

Telephones

Use of the office phone will only be allowed in an emergency or when a student is ill. After school usage will begin at 3:30 pm.

Title VI Indian Education

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

Transportation Guidelines

Norfolk Public Schools may provide transportation for all students involved in activities which require transportation. Students may be required to travel together as a team (or group) both to and from the activity. This provides a safe and secure process for all students. (Board Policy 5506). **In rare situations, a parent/guardian may request, in writing, to take their child either to or from the scheduled activity. This will only be allowed by giving the head coach/sponsor 24 hours notice.** The head coach/sponsor will seek administrative approval before granting this request. Off campus classes transportation will not be provided.

Video Surveillance

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

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

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

STUDENTS' RIGHTS AND RESPONSIBILITIES IN NORFOLK PUBLIC SCHOOLS

AUGUST, ~~2022~~ 2023

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

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

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

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

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

I. GENERAL STANDARDS OF BEHAVIOR:

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

Students should therefore:

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

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

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

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia

(except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-a-likes. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

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

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

III. ATTENDANCE POLICY

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

IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR: SUSPENSION OR EXPULSION

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

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

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

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

Long-term suspension/expulsion:

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

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

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

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

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

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

The term "destructive device" means

- any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
 - any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.
- h. Engaging in the unlawful possession being under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.
 - i. Public indecency.
 - j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
 - k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
 - l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school, purposes.

Procedure for long-term suspension/expulsion:

The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal (Head Building Principal, Assistant Principal) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although

the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.

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

4. Alternative Education Program During Expulsion

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

NORFOLK, NEBRASKA

STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

August, ~~2022~~ 2023

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

All students in grades 9 - 12 may be excluded from participation in extracurricular activities for the following infractions:

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

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

Activities Covered

All students engaged in activities, such as:

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

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

Eligibility

In order to compete in Nebraska School Activities Association sanctioned activities, and all school sponsored activities, students must:

- Successfully complete 20 academic credits the prior semester and,
- Be enrolled in 20 academic credits during the current semester.

Rules/Standards

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

1. Possess, use, be under the influence of, sell or distribute alcohol or illegal drugs or possess drug paraphernalia.
 - a. In alcohol/drug related incidents, school administration shall recommend to families that students have an alcohol/drug evaluation performed by a qualified drug/alcohol counselor. The purpose of the evaluation is to help the individual student and the family. A list of local agencies is available from the principal, school nurse, or guidance counselor.
2. Possession or use of tobacco.

3. Engaging in any activity which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the state of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
4. Classified as a Class IV or V Misdemeanor under the following categories:
 - a. Tobacco use by minors
 - b. Minor misrepresenting age to obtain tobacco
5. Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
6. Violation of the Norfolk Public Schools' Harassment Policy.
7. Offenses which are not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be unacceptable.

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

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

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

Exclusions

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

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

First Offense

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

Self Reporting

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

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

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

And

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

The Self-Report option is only available for first-time offenders once during their high school (grades 9-12) career.

Second Offense

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

Third Offense

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

Fourth Offense

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

Procedures Of Disciplinary Consequences

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

- A. The administration shall, as soon as is reasonably possible:
 - Summarize in a written statement to the student and the student's parent or guardian, the student's alleged conduct or violation of the rules or standards.
 - Make a reasonable effort to establish a conference between the parent or guardian and the student with the appropriate personnel before the student rejoins the activity.
 - File a copy of the written summary with the Building Head Principal.
- B. If the administrator makes a decision to discipline a student who is participating in an extracurricular activity and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian shall file the appeal within five school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within seven calendar days from the date that the appeal is received.
- C. If the parent or guardian does not accept the decision made by the Building Head Principal, he/she may appeal, within five school days, to the Director of Student Services. The Director of Student Services shall review the incident and the disciplinary action imposed by the Building Head Principal. The Director of Student Services shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- D. If the parent or guardian does not accept the decision made by the Director of Student Services, he/she may appeal, within five school days, to the Superintendent of Schools. The Superintendent shall review the incident and the disciplinary action imposed by the building administrator and/or the Director of Student Services. The Superintendent shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- E. If the parent or guardian does not accept the decision made by the Superintendent of Schools, he/she may appeal to the Norfolk Public Schools' Board of Education, within five school days. The Board of Education shall review the incident and the decision made by the Superintendent of Schools. They shall inform the parent or guardian of their decision within thirty calendar days from the date that the appeal is received. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services, the Superintendent of Schools or the Board of Education.

NORFOLK PUBLIC SCHOOLS/SENIOR HIGH STUDENT FEE POLICY #5416

STUDENT FEES POLICY

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

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

- (1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- (2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable.
- (3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- (4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (5) Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is

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

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

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

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

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

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

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

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

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

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

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Date of reaffirmation: April 17, 2023

Student Fee List

Activity Cards

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of \$40.

Activity Fees

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of \$60, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form, prior to the start of their first activity.*

Activity Fees' Requirements – Grades 9-12 (as follows)

Activity	Senior High (Gr. 9-12)
Participation Fee w/ Activity Card	\$60.00/year (All NSAA Activities)
Band Instrument Rental (School Owned)	\$75.00 /year
Band shoes	\$37.00/year
Band Uniform Cleaning	\$15.00/year
Baseball Hats and socks	\$60.00 25.00/year

Cheerleading uniform (Shell, Skirt, Pom's and Shoes)	\$75.00 125.00/year
Choir Robe Cleaning	\$15.00/year
Show Choir Performance Outfit	\$100 to \$250.00/year
Flags/Color Guard	Up to \$300.00/year
Golf shirt and Pullover	\$140.00 60.00/year
Graduation Cap & Gown	\$50.00/year
Orchestra Instrument Rental (school owned)	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests	\$25.00/year
Participation Fee	\$20.00/year (Non-NSAA Activities)
Pink Panthers (Shell, Skirt, Pom's and Shoes)	Up to \$75.00 125/year Uniform
Soccer Shin Guards/socks	\$55.00 30.00/year
Softball Visor and stirrups	\$55.00/year
Summer School	\$20.00 per session
Swimming	\$10 cap \$20 goggles + \$100.00 Swimsuit
Technology Fee	\$35.00/year
Tennis Boys	\$100.00 60.00 top and bottom
Tennis Girls	\$115.00 80.00 top and bottom
Volleyball	\$55.00 40.00 (Knee Pads & shorts)/year

* Summer School fees will be collected for courses taken for credit accrual. Courses taken for credit recovery will not be subject to fees.
**Courses that include projects that students may keep upon completion will be required to have project cost projection sheets completed AND signed by the student, parent and instructor, prior to beginning work on the project.

Athletic Physicals

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

Recommended for Specific Courses

Graph Paper-Math

Compass-Geometry

Protractor-Geometry

Scientific Calculator-Algebra 2 and above

Graphing Calculator-Algebra 2 and above

Mechanical Pencils/Erasers-Drafting

Safety Glasses-All Shop & Ag Courses

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations and policies developed for the safe and efficient operation of the school are not student fees.

Parking Permits

Students driving to school and parking on school grounds must register with the school office to obtain a parking permit. Vehicles parked on school grounds without a parking permit are subject to fines and may be towed at the expense of the owner of the vehicle. There is a \$5 cost to obtain the permit. There will be a \$5 charge to replace lost or damaged permits.

Graduation Caps and Gowns

In order to participate in commencement exercises students are required to purchase a cap and gown.

Commencement Ceremony - During the commencement ceremony participating students are allowed to wear only items that are distributed by school officials. Items not distributed by school officials cannot be worn on the outside of caps or gowns.

Fund Raising

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

Penalties

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

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

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

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

1. Purpose:

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

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

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

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

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

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

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

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,

- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options

to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

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

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

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

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

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.

- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

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

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

Date of Adoption: September 14, 2015

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Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

Internet Policy

The Board of Education will provide Internet services to teachers and students to promote educational excellence in the Norfolk Public School District by facilitating resource sharing, innovation, and communication.

To teach appropriate strategies for accessing information for research and education, this school district offers access to Internet and other computer networks, subject to the rules and procedures to be set by the Board of Education, or its designee, as to such access and use.

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

NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

District Truancy Policy

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

Norfolk Senior High School Code of Conduct

Students are encouraged to help make their time at Norfolk Senior High School both pleasant and beneficial. Students are expected to:

Act in a responsible manner following all rules and regulations of Norfolk Senior High and the Norfolk Public Schools

- Respect each person’s individuality and his/her right to an education.
- Act appropriately and work cooperatively with everyone in the building.
- Attend all classes, coming to each class with required materials, to include completing assignments.
- Never verbally or physically abuse or harass anyone.
- Respect authority and comply to directions appropriately.
- Use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff, and other students.
- Respect the property of others.
- Constantly work to improve.

Those offenses that on their own may not lead to long term suspension or expulsion, if repeated, may lead to long term suspension or expulsion.

This is the guide used by Norfolk Senior High School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

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

- The level of violence may affect the length of suspension.
- *If both students “swing”, both are considered to have fought and using self-defense is not a defense.*
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.

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

Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stiletos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles; 5) Tasers.

From the Norfolk Public Schools Rights and Responsibilities:

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

The term “destructive device” means

- A. any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;

- B. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
- C. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
B1 Weapon	OSS 10-19 days. Retain the object. Notify parents and police. Possible Recommendation for expulsion	Retain the object. Notify parents and police. Recommendation for expulsion.	
B2 Firearm	Mandatory 1 calendar year expulsion.		
B3 Nuisance or dangerous items: stink bombs, squirt guns, snowballs, etc.	Detention. May ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
C1 Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/ imitation “Under the influence” means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant.	OSS 10-19 days. Notify police. Recommend drug/alcohol evaluation. Possible recommendation for expulsion.	Recommendation for expulsion.	
C2 Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind or placebo/lookalike/ imitation	Recommendation for expulsion.		
C3 Possession of drug paraphernalia and or sale of.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion. SCIP referral.	OSS 10-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.

D1 Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
D2 Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.
E1 Fire setting, arson.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Recommendation for expulsion.		
E2 Graffiti or causing damage to school property, private property	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
E3 Signaling false fire alarm, tampering with equipment, vape detectors, or extinguishers.	ISS/OSS 1-5 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.
F1 Theft or attempted theft of school or private property.	ISS/OSS 1-3 days. Notify parents and police. Reimburse for loss. Possible recommendation for OSS/expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
F2 Wrongful possession of school or private material	ISS 1-3 days. Notify parents. May notify police.	OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
F3 Knowingly receiving stolen school property.	ISS 1-3 days. Notify parents. Possible notification of police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
G1 Smoking, offering to others, or use of tobacco / vapor products. (dipping, smoking, e-cigarettes, vapor products & etc.)	ISS/OSS 1-3 days. Notify parents. SCIP referral.	OSS 3-5 days. Notify parents.	OSS 5 days. Notify parents.

G2 Possession of matches, lighter, e-cig /vapor pipe, vape products, chewing tobacco or cigarettes.	ISS/OSS 1-3 days Confiscation of items. Notify parents.	ISS/OSS 3-5 days. Confiscation of items. Notify parents.	OSS 5 days. Confiscation of items. Notify parents.
G3 Continually present during vape detector activations.	Meet with Administration/Formal Warning	ISS 1-3 days and/or Student placed on no pass/no public restroom list.	ISS/OSS 1-5 days
H1 Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic, or verbal comments about an individual's body of a sexual nature or racial background.	Conference with administrator. May ISS/OSS 1-3 days. Possibly Notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
H2 Visual harassment: offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. May ISS/OSS 1-3 days. Possibly Notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
H3 Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	ISS/OSS 1-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-10 days. Notify parents and police. Possible recommendation for expulsion.	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.
H4 Sexting: Sharing or sending sexually explicit photographs of minors via cell phone or other electronic devices	OSS 10-19 days. Notify parents and police.	Recommendation for expulsion.	
I1 Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.	Detention/ ISS 1-3 days. Notify parents.	Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.
I2 Disruption of school activities, i.e. excessive talking, horseplay, play fighting, misuse of passes, etc.	Detention/ ISS 1-3 days. Notify parents.	Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.

I3 Disruption while in ISS	OSS for the remaining day (s) of suspension. Re-serve ISS the following day.	OSS for the remaining days of suspension	OSS for the remaining days of suspension
I4 Mis Use of electronic devices i.e. Cell phones, cameras, smartwatch, radios, laser pens, etc. Prior approval for educational purposes is exempt	Student will be asked to put the phone away where it cannot be accessed	Staff member will confiscate the phone and return it at the end of the period	Confiscate device. Bring to administration-office
I5 NO SHOW to after school detention assigned by an administrator within the given time.	Detention will double or may be assigned to ISS.	Detention will double or may be assigned to ISS..	
I6 Any lunchroom misconduct	Detention.	Suspension from lunch 1-5 days. Notify parents.	Suspension from lunch 1-10 days. Notify parents.
I7 Inappropriate or Fraudulent use of school or public phone/computer/or electronic devices	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 1-3 days. Notify parents. Loss of privilege. May notify police.	May ISS/OSS 3-5 days. Notify parents. Loss of privilege. May notify police.
I8 Buying or selling food, drinks, or any unauthorized use of a student id number.	Detention. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I9 Falsifying or altering signatures, misrepresenting or calling self in	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I10 Gambling in any form: pitching coins, dice, wagering with cards, etc.	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I11 Wrongful use of skateboard, roller blades, bicycles, etc. on school property	Confiscate. Notify parents. May ISS 1-3 days. Parents must pick up.	Confiscate. Notify parents. May ISS 1-3 days. Parents may pick up at the end of the year.	
I12 Truancy (1 period)	Detention.	Detention Notify parents.	Notify parents. Detention/may assign ISS.

I13 Truancy (More than 3 periods)	Assign to ISS. Notify parents.	Assign to ISS. Notify parents.	Assign to ISS. Administration may remove from course. Notify parents.
I14 Unauthorized entry into any unattended school area	ISS 1-3 days. Notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents.	OSS 1-5 days. Notify parents.
I15 Loitering	Conference with administrator. May issue detention. May contact parents.	Detention. Notify parents. Loss of open campus. May notify police.	ISS 1-3 days. Notify parents. Notify police.
I16 Leaving or entering school without following procedure	Detention.	Detention.	Student will be assigned a detention and assigned to ISS.
I17 Unprepared for class	Warning issued to student by teacher.	Student/teacher contract. Copies to counselor and assistant principal. Teacher notifies parent.	A parent conference must be held with the teacher and an administrator.
I18 Cheating on Tests and quizzes / Plagiarism.	Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation.	Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher.	Parent Conference at school w/ administration.
I19 Willful violation of other school rules and regulations (i.e. Eating in forum, bringing pop into the building, dress code violation, etc)	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	Detention. Parent conference. May confiscate and retain items for parents. Clothing changed or corrected.	
I20 Returning to campus or school property while serving an out of school suspension.	1 additional day will be added to the length of the suspension. Police may be contacted.	1- 3 additional days will be added to the length of the suspension. Police will be contacted.	3-5 additional days will be added to the length of the suspension. Police will be contacted.
I21 No show for Teacher detention	Remind student about detention. Parent contacted by teacher.	Teacher refers student to Administration for detention.	Student will be assigned to ISS.
I22 Misconduct for a Guest Teacher	Detention or consequences as assigned by teacher. Parent Contacted by Teacher	Teacher refers student to Administration for detention	Student will be assigned to ISS

I23 Bus Behavior: Additional consequences apply for repeated incidents after 3 rd intervention	Warning/ Conference/ Parent Call Assigned seating. Possible detention.	Parent call. Possible removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.	Parent call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester.
I24 Dress Code	Warning. Clothing changed or corrected.	1-3 detentions. Clothing changed or corrected.	ISS 1-3 days. Clothing changed or corrected.
I25 Continual violation of school rules	Parent Conference with an administrator. May OSS 1-3 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days.
I26 Freshmen, Sophomore and Junior students violating the closed campus policy	Detention.	2 Detentions.	3 Detentions. Consequences will increase to ISS and then to OSS.
I27 Willful violation of automobile/motorcycle procedures parking and/or driving	\$5 parking fine. Student Conference with Security/SRO	\$15 parking fine, student conference and parent contact.	\$30 fine, referral to administration, possible loss of parking privileges EVERY Parking violation after the 3 rd ticket will be \$30 fine for each one thereafter.
I28 Violation of Tardy Policy	Detention.	Detention May contact parent.	Excessive Tardies will require further disciplinary actions.

Social Moratorium

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

Community RelationsUse of School Facilities: Student Groups ~~and Boy Scouts~~

1. Access by Youth Organizations. The District will allow, upon request, a representative of a recognized youth organization to provide: (1) oral or written information to students regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship; and (2) services and activities to any student who is a member of such youth organization. A "recognized youth organization" is limited to those group listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization will be permitted to provide information at school at least once during each school year. The administration will make a good faith effort to find a mutually agreeable date, time, and location for each requesting youth organization, though the administration shall have the ultimate authority to select the date, time, and location for any requesting youth organization. Under no circumstances will any requesting youth organization be permitted to provide oral information to students during instructional time, unless previously approved by the Superintendent or Superintendent's designee. Every representative from a requesting youth organization must submit to, at the organization's cost, a background check. The Superintendent or Superintendent's designee may refuse to allow an individual to be on school grounds if the individual's background check discloses a prior felony conviction or if, in the Superintendent's discretion, the background check otherwise reveals concerns about student safety. Nothing in this Paragraph preempts or undermines any provision of the District's Parental Involvement Policy.

~~1.2.~~ Equal Access to Student Groups. In the event any of the schools have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

2.3. Equal Access to ~~Boy Scouts Outside Groups Meeting at School~~. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall ~~not deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America. The same principles apply to any other youth group listed in Title 36 of the United States Code as a "patriotic society."~~ shall make that opportunity available to other similarly situated groups. The administration shall in all respects maintain the District in compliance with the ~~Boy Scouts of America~~ Equal Access Act.

~~The use of school facilities for student meetings and Boy Scouts as provided above shall be subject to the same provisions as other community, non-school groups and may be required to complete a community use application as and to the same extent as other noncurriculum related student groups (in the case of student meetings) and other outside youth or community groups (in the case of the Boy Scouts):~~

Legal Reference: 20 U.S.C. §§ 4071-4074 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act) & 34 CFR
Part 108
LB 705, § 126.

Date of Adoption: October 14, 2013
Date of Revision: November 12, 2018
Date of Reaffirmation: October 10, 2022

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in Norfolk Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as “non-public school students.”

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Norfolk Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.

- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (4)(5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of ~~non-public~~~~nonpublic~~ school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st ~~preceding the end of the first full week of school of~~ the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school, junior high, 4 junior high or ~~senior~~ high school courses during any one semester. Elementary ~~and middle school~~ students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. ~~Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall will not ordinarily not be available for non-public school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established which are at capacity limits. Capacity limits are as follows; kindergarten 20 students, 1st 8th grade 25 students, 9th 12th grade less than 5 seats remaining open in the section.~~
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.

5. ~~Essential versus Non-Essential Elective Selection of Eligible Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, Non-Non-public school students may select their courses. are not are permitted to enroll in essential elective courses. Essential courses that are those which are required to be not offered by the student's at their private, denominational, parochial or home school. For non, when such courses are not at capacity. At the high school level this would be any course that is not required for NPS graduation.~~

6. Non-public school students are permitted to apply to a Norfolk Senior High School Career Academy and enroll in courses within an academy if their application is approved and there is space available in the course. (A student's acceptance into an academy does not guarantee that academy courses will be offered at a time that is convenient for the student or that the student will be able to complete the academy.)

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, ~~provided that the administration reserves the authority to make a different attendance center assignment. A. If the neighborhood school is at capacity, a~~ student may request assignment to an attendance center other than that of the student's residence under the boundary exception procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students. ~~Failure to comply may result in denial of future applications.~~
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies.

Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.

6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. ~~Extracurricular Activities.~~ ~~Students enrolled on a part time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities.~~ Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference:- Neb. Rev. Stat. Sec.79-2,136 and Sec. 79-526
LB 705, § 75
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: March 10, 2014
Date of Revision: November 13, 2017
Date of Revision: March 8, 2021
Date of Reaffirmation: September 13, 2021

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school.

The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
 3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten 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, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect ~~if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if~~ the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a)

interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be ~~provided~~offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be

evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

4. 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.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment are outlined in the NPS Handbooks.
- D. Grounds for One (1) Year Mandatory Expulsion.
1. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.
- Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
 - b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
 - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the

prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Additional Student Conduct Expectations are outlined in the Student Handbook.

Legal Reference: Neb. Rev. Stat. ' ' Sections 79-254 to 79-296

Date of Adoption:	March 10, 2014
Date of Reaffirmation:	December 11, 2017
Date of Revision:	July 9, 2018
Date of Reaffirmation:	November 8, 2021
Date of Revision:	March 13, 2023

StudentsAlternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration ~~shall select one of the following described educational options to be made available to the expelled student during the period of expulsion, to-wit: (1) An~~ may offer the student an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) ~~The~~ development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. ~~The superintendent or superintendent's designee shall make known to the expelled student which of the alternative educational options the administration has selected for the student's expulsion. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) if the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice of the recommendation to expel, (2) if the student has requested a hearing, the date the student, parent, or guardian receives notice of the determination of the superintendent or superintendent's designee to expel the student, or (3) such other date as may be mutually agreed by the student, parent, or guardian and the administration. An expelled student may not be required to attend the alternative program.~~

A. ALTERNATIVE EDUCATION PROGRAM:

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program, or if a student declines to participate in the alternative education program, the following procedures shall be followed:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided.

(b) Identify educational objectives that must be achieved in order to receive credits toward graduation.

(c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and

d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference: Neb. Rev. Stat. Sec. 79-266
 NDE Rule 17

Date of Adoption: March 10, 2014
Date of Reaffirmation: December 11, 2017
Date of Reaffirmation: November 8, 2021

SECTION 79-266(2) PLAN

Student: _____

Date and Participants: _____

(List parent or legal guardian, school representative, and community or agency representative)

(a) Guidelines and Consequences for Behaviors

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) Educational Objectives

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) Financial Resources and Community Programs Available

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) Monthly Reviews & Other

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this _____ day of _____, 20___, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by _____
[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

StudentsGraduation

To participate in commencement exercises and receive a Norfolk Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who have not completed graduation requirements prior to commencement will receive a diploma at the end of the semester in which all graduation requirements have been completed.

Students who graduate from Norfolk Public Schools must accumulate 230 hours (160 of which must be from Core Classes). The total graduation requirements must include the following core curriculum:

Language Arts, must include: 40

Forty credit hours of language arts with course content that includes composition, verbal communication, literature, research skills, and technical reading and writing.

10 credits of English 9

10 credits of English 10

10 credits of composition/literature

5 credits of speech

5 credits of elective courses in the area of language arts

Social Studies, must include:

Thirty credit hours of social studies/history with course content that includes economics, government, and United States and world history. 30

The following credits will expire Spring 2025:

20 credits of American history

5 credits of world cultures/geography

5 credits of government

Requirements for 2026 graduates will be:

10 credits of World History

10 credits of American History II

5 credits of American Government

5 credits of Economics/World Studies

Science, must include:

Thirty credit hours of science with course content that includes biological, earth/space, and physical science concepts with corresponding science inquiry skills and laboratory experience. 30

10 credits of physical science

10 credits of biology

10 credits of elective courses in the area of science

Mathematics, must include:

Thirty credit hours of mathematics with course content that includes algebraic, geometric, data analysis, and probability concepts. Credits must be obtained in sequence based upon placement in 9th grade. 30

10 credits of algebra

10 credits of geometry

10 credits of elective courses in the area of mathematics

Physical Education

Ten credit hours of health and physical education with course content that includes physical exercise and fitness 10

10 credits of elective courses in the area of physical education.

Computer Technology

Five credit hours in the content area of computer technology or student demonstration of mastery of computer technology skills. 5

Electives, must include:

Eighty-five credit hours of elective courses in the content area(s) of the student's choice 85

Graduation requirements for students with identified disabilities will be in accordance with the prescribed course of study as described in the student's Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria has been met.

Additional Requirements:

- I. At least the last two terms shall have been completed in residence at Norfolk Senior High. This two-term resident requirement may include a summer term. If a student cannot meet this graduation requirement and wishes to be considered for graduation, he/she must make application to the Superintendent of Schools, through the Senior High Principal, stating in writing his/her reason for being unable to fulfill the resident requirement.
- II. Any request for exception to the graduation requirements shall be submitted, in writing, to the Senior High Principal at least one semester prior to the anticipated graduation date.

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation.

Legal Reference: Neb. Rev. Stat. § 79-729
 Neb. Rev. Stat. Sec. 79-3003
 NDE Rule 10

Date of Adoption: April 14, 2014
Date of Revision: February 12, 2018
Date of Revision: December 13, 2021

InstructionAssessments—Academic Content Standards

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

- Language Arts standards that were adopted by the State Board in September, 2014; [2021](#)
- Mathematics standards that were approved by the State Board in September, 2015; [2022](#)
- Science standards that were adopted by the State Board in ~~November, 2010~~, [September 2017](#) and
- Social Studies standards that were adopted by the State Board in ~~December, 2012~~. [November 2019](#).

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

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

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

Legal Reference: Neb. Rev. Stat. [Sections](#) 79-760 to 79-760.05

Date of Adoption:	June 9, 2014
Date of Reaffirmation:	September 14, 2015
Date of Revision:	August 8, 2016
Date of Reaffirmation:	October 10, 2016
Date of Revision:	July 9, 2018
Date of Revision:	November 9, 2020
Date of Revision:	July 22, 2021

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

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

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

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

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

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

Legal Reference: Neb. Rev. Stat. Sections 79-2,101 to 79-2,403-~~102~~
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07

Date of Adoption: June 9, 2014
Date of Revision: August 8, 2016
Date of Reaffirmation: November 9, 2016
Date of Reaffirmation: December 14, 2020

InstructionSpecial Education

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

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

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

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

2. Full Educational Opportunity Goal

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

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to

publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

6. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, through the age of twenty-one, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services

cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

8. Procedural Safeguards

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

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

9. Disciplinary Removal of Children with Disabilities

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, ~~for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct,~~ as long as those removals do not constitute a change of placement. ~~If The District defines a student with a disability violates a code of student conduct, the change of placement as it is defined under 92 NAC 51-016. The school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school district, the parent, and relevant members of the student’s IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student’s disability, any change of placement for the student will only be made by a student’s IEP team.~~ For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

10. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written

permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

11. Confidentiality of Personally Identifiable Information

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

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

12. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

13. Children in Nonpublic Schools

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

Legal Reference: 92 NAC 51-012.08 and 015

14. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the

District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

15. Accessibility of IEP and Responsibility to Implement

A child's IEP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP's implementation. Each of the aforementioned providers shall be informed of his or her specific responsibilities related to implementing the child's IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP according to its terms.

15.16. Participation in and Reporting of State and District Wide Assessments

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

Legal Reference: 92 NAC 51-004.05

16.17. Suspension and Expulsion Rates

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

Legal Reference: 92 NAC 51-004.06E

17.18. Access to Instructional Materials

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

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

Legal Reference: 92 NAC 51-004.15

18.19. Over-Identification and Disproportionality

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

available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

19.20. Prohibition on Mandatory Medication

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

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

20.21. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

21.22. Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

22.23. Early Intervention Services – Consent

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

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304

Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption:	July 14, 2014
Date of Revision:	September 14, 2015
Date of Reaffirmation:	February 13, 2017
Date of Reaffirmation:	December 14, 2020
Date of Revision:	November 8, 2021
Date of Revision:	July 11, 2022

InstructionFirearm Policy

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

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

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

Date of Adoption: July 14, 2014
Date of Revision: September 14, 2015
Date of Reaffirmation: February 13, 2017
Date of Reaffirmation: December 14, 2020

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Norfolk School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after five ballots, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
 - a. President
 - b. Vice President

- c. Treasurer
 - d. Secretary
4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to appoint the Recording Secretary of the BOE.
 - b. Consider, discuss and take action to select Legal counsel
 - c. Consider, discuss and take action to approve Committees
 - d. Consider, discuss and take action to select Depository bank(s)
 - e. Consider, discuss and take action to select District newspaper(s) of record
 5. Approval of current Board policies and regulations-
 6. Designate date for the annual review of BOE policies
 7. Dissemination to each Board member of conflict of interest statutes
 8. Other Business listed on the Agenda
 9. Adjournment

Date of Adoption: August 11, 2014
Date of Revision: March 13, 2017
Date of Revision: September 11, 2017
Date of Revision: January 28, 2021

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be _____, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, and member _____ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____

. The following members voted against the same: _____

. The following members were absent or not voting: _____

The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

Norfolk Public Schools

BY: _____
President

Attest:

Secretary

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.01 Date of Adoption: August 11, 2014

Date of Revision: March 13, 2017

Date of Revision: September 11, 2017

Date of Revision: January 28, 2021

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StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend Norfolk Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Norfolk Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

The application deadline will be waived by the School ~~Board~~District for applications to option into the Norfolk Public School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School ~~Board~~District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

- 1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building ~~or the availability of appropriate special education programs~~ operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on ~~a timely basis~~ before the April 1st immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.

3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School ~~Board~~District determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Norfolk Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Norfolk Public Schools, with priority to those within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School ~~Board~~District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building ~~or in any special education programs~~ operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and ~~availability of appropriate special education programs, and~~ may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

E. Releases for Options Out

A request for release of a resident student of the Norfolk Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School ~~Board~~District and the School District, subject to subsequent ratification by the School ~~Board~~District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Norfolk Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Norfolk Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

-H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building

assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law.

Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Norfolk Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Norfolk Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: March 10, 2014
Date of Revision: August 8, 2016
Date of Reaffirmation: November 13, 2017
Date of Reaffirmation: September 13, 2021]

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Level I Elementary Special Education			
Level II & III Elementary Special Education			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Level I Middle School Special Education Program			
Level II and III Middle School Special Education			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			
Level I Sr. High School Special Education Program			
Level II and III Sr. High School Special Education			

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.

Students

Collection of Information Relating to Dyslexia

The District will collect and maintain the following information relating to dyslexia during each school year:

- (1) Testing for a specific learning disability in the area of reading, including tests that identify characteristics of dyslexia and the results of such tests;
- (2) The number of students identified as having a reading issue, including dyslexia, pursuant to the assessment administered under the Nebraska Reading Improvement Act and Policy 6213;
- (3) The number of students identified in Paragraph (2) that have shown growth on the measure used to identify the reading issue; and
- (4) All other data required by law and/or the District's special education obligations.

By July 1st of each year, the District will provide the Nebraska State Department of Education with information collected about dyslexia, as requested by the Department.

Any student or parent/guardian with questions or concerns about dyslexia are encouraged to contact the District's Director of Special Education.

Legal Reference: LB 298 (2023)

Date of Adoption: [Insert Date]

InstructionSeizure Safe Schools

Each school building will have a “seizure action plan” if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student’s parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dosage;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: Neb. Statute 79-3201 to 3207

Date of Adoption: [Insert Date]

InstructionBehavioral Points of Contact

The Superintendent is delegated the authority to designate one or more behavioral awareness and health points of contact for each school building in the District. The behavioral awareness and health point of contact may be an administrator, nurse, psychologist, or another appropriate staff member. Each behavioral awareness and health point of contact will be trained in behavioral awareness and health and have knowledge of community service providers and other resources that are available for the students and families in the District. The District will maintain or have access to a registry of local mental health and counseling resources for students and parents.

The points of contact will be listed on the District's website and in the student handbook.

The Superintendent shall report the designated behavioral awareness and health points of contact to the Nebraska State Department of Education each year when requested by the Department.

In addition, all District employees who interact with students, as determined by the Superintendent, shall receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The Superintendent or designee shall be responsible for coordinating this training.

Legal Reference: Neb. Rev. Stat. § 79-11,159
LB 705, § 4 (2023)

Date of Adoption: [Insert Date]

Students

Naloxone in School

The Board hereby permits the storage, administration, and implementation of naloxone (also known as Narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

The Superintendent is hereby delegated the authority to develop rules and regulations to handle and administer naloxone in the event of a suspect opioid overdose, or in other emergency situations that require prompt attention.

Legal Reference: Neb. Rev. Stat. § 28-470

Date of Adoption: [Insert Date]

StudentsAssociation Activities

The Norfolk Public School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and parochial schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities.

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities Association and rules of Norfolk Public Schools. Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

Students who represent Norfolk Public Schools in any of its unified or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Participation in athletics at the 6-12th grade levels will be restricted to a students' biological sex, at birth, as stated on the student's original birth certificate or subsequent court order. With that being said, any student (regardless of their birth sex) may participate in any extracurricular activity (including after-school clubs) that allows both boys and girls to participate.

Date of Adoption:	April 14, 2014
Date of Reaffirmation:	February 12, 2018
Date of Revision:	February 14, 2022