

Board of Education Regular Meeting
Monday, June 10, 2024 5:30 PM

NPS Central Administration Office
512 West Phillip Avenue
Norfolk, NE 68701

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. Student Fees Hearing
5. Parental Involvement Hearing
6. Public Comments & Communication
7. Information and Discussion Items
 - 7.1. Finance & Facilities Report
 - 7.2. Teaching & Learning Report
 - 7.3. Student Programs Report
 - 7.4. Student Services Report
 - 7.5. Human Resources & Accreditation Report
 - 7.6. Superintendent's Report
8. Committee Reports
 - 8.1. Facilities & Finance Committee Report
 - 8.2. Policy Committee Report
 - 8.3. Norfolk Public Schools Foundation Committee Report
9. Approve Consent Agenda
 - 9.1. Minutes of Previous Meetings
 - 9.2. Personnel
 - 9.2.1. Contract Approval
 - 9.3. Claims
10. Action Items
 - 10.1. Discuss, consider and take action to set student meal prices for 2024-2025
 - 10.2. Discuss, consider and take action to grant permission to recycle route buses #7 and #12
 - 10.3. Discuss, consider and take action to approve the first reading of Board policies: 1050 (Access to Records), 3130 (Purchasing Policies), 3140 (Contracting for Services), 3571 (Meal Charge), 4141 (Teacher Training), 5006 (Option Enrollment), 5008 (Attendance), 5101 (Student Discipline), 5201 (Promotion and Retention), 5205 (Graduation), 6111 (Classroom Environment), 6700 (Firearm Policy), 8240 (Membership in School Board Associations), 8342 (Designated Method of Giving Notice of Meetings) and 8346 (Public Participation at Board Meetings)
 - 10.4. Discuss, consider and take action to approve the first reading of Board Policy 5013 (Preschool Enrollment)

- 10.5. Discuss, consider and take action to approve the first reading of Board Policy 5103 (Tribal Regalia)
- 10.6. Discuss, consider and take action to rescind Board Policy 6310 (Textbook Loans)
11. Future Meetings
12. Executive Session -- To Discuss Personnel -- As Needed to Protect the Reputation of an Individual
 - 12.1. Convene Executive Session -- To Discuss Personnel -- As Needed to Protect the Reputation of an Individual
 - 12.2. Reconvene Meeting from Executive Session
 - 12.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
13. Discuss, consider and take action regarding the resignation of Hayley Gansebom
14. Adjournment

Activity Fund Balance Report - Summary - Exclude Encumbrances
- 05/2024

Regular; Beginning Month 09/2023; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 17

Fund: 17 STUDENT FEE FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance</u>
17 704 0028	INSTR RENTAL & REPAIRS FEES	(825.04)	3,742.89	6,970.00	2,402.07
17 704 0035	INSTRUMENT RENTAL FEE	325.00	0.00	0.00	325.00
17 704 0504	ACT PREP BOOK FEE	341.40	0.00	0.00	341.40
17 704 0512	BASEBALL HATS, BELTS, & SOCKS	(973.00)	1,720.00	720.00	(1,973.00)
17 704 0514	SOCCER SHIN GUARDS 9-12	337.78	676.39	775.00	436.39
17 704 0515	BOYS' TENNIS FEE	1,385.00	2,474.00	0.00	(1,089.00)
17 704 0517	CHEERLEADING UNIFORM FEE	(3,089.45)	5,042.88	5,492.88	(2,639.45)
17 704 0518	CHOIR ROBE CLEANING FEE	2,622.75	15.00	915.00	3,522.75
17 704 0549	BOYS SH SOCCER SOCKS FEE (2 PAIR)	(120.83)	1,081.25	550.00	(652.08)
17 704 0550	GIRLS TENNIS FEE	305.00	2,698.96	1,480.00	(913.96)
17 704 0556	PINK PANTHER SILVER & BLACK FEE	(4,830.12)	0.00	0.00	(4,830.12)
17 704 0558	SOFTBALL HAT FEE	578.00	472.41	0.00	105.59
17 704 0560	SWIMMING FEE 9-12	330.00	707.96	140.00	(237.96)
17 704 0566	FBLA	24.00	0.00	0.00	24.00
17 704 0570	POTTERY PROJECT FEE	519.32	0.00	0.00	519.32
17 704 0577	ACTIVITY CARDS 9-12	24,250.00	680.00	1,920.00	25,490.00
17 704 0620	GRADUATION FEES	369.00	0.00	0.00	369.00
17 704 0662	INDUSTRIAL ARTS LAB-SAFETY GLASSES	1,575.27	0.00	0.00	1,575.27
17 704 0663	CHEMISTRY GOGGLES FEE	146.29	0.00	0.00	146.29
17 704 0669	21ST CENTURY GRANT FEE	6,312.67	6,551.37	9,370.00	9,131.30
17 704 0670	BUSINESS SERVICES	25,816.69	30.00	11,271.60	37,058.29
17 704 0671	PARTICIPATION FEE	15,285.00	12,765.00	1,360.00	3,880.00
17 704 0672	TECHNOLOGY FEE 7-12	266,777.08	1,285.00	2,765.00	268,257.08
17 704 0826	21ST CENTURY LIVING PROJECT FEE	349.96	0.00	0.00	349.96
17 704 0834	7/8 CHALLENGE FEE	16.38	16.38	0.00	0.00
17 704 0841	ART 7 FEE	15.39	0.00	0.00	15.39
17 704 0843	WELLNESS WORKBOOK FEE 7-8	24.00	0.00	0.00	24.00
17 704 0877	ART 8 FEE	149.49	0.00	0.00	149.49
17 704 0880	INDUSTRIAL TECH 8 FEE	304.98	0.00	0.00	304.98
17 704 0885	ACTIVITY CARD FEE 7-8	11,080.00	80.00	925.00	11,925.00
17 704 0961	ART CLASS FEE	422.16	0.00	0.00	422.16
17 704 0965	BAND SHOES 9-12	1,072.65	356.45	458.00	1,174.20
17 704 0968	BAND UNIFORM CLEANING FEE	(414.70)	15.00	1,473.00	1,043.30
17 704 0972	CHORALEER PERFORMANCE OUTFIT	1,427.00	8,869.16	5,617.02	(1,825.14)
17 704 0973	FLAGS/COLOR GUARD	(1,823.00)	20.00	1,554.00	(289.00)
17 704 0975	ACTIVITY CARDS K-6	35,574.36	0.00	4,120.00	39,694.36

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- 05/2024

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17 704 0976	SUMMER SCHOOL	<u>67,836.96</u>	<u>0.00</u>	<u>5,630.00</u>	<u>73,466.96</u>
	Fund Total: 17	453,497.44	49,300.10	63,506.50	467,703.84

**Appendix "1" to 2023-2024 Student Fees Policy of
Norfolk Public Schools**

Additional Specification of Required Materials and Fees¹

Activity	Elementary (K-4)	Middle School (Gr. 5-6)	Junior High (Gr. 7-8)	Senior High (Gr. 9-12)
21 st Century After School Participation Fee (AfterShock)		2 days- \$25.00/quarter	2 days- \$25.00/quarter	
21 st Century After School Participation Fee (AfterShock)		3 or more days- \$50.00/per quarter	3 or more days- \$50.00/quarter	
Participation Fee w/ Activity Card (All NSAA Activities)			\$60.00/year	\$60.00/per year
Band (Methods Books for Lesson)		\$10-\$13.00/year		
Band Instrument Rental (school owned)		\$25.00/semester	\$30.00/semester	\$75.00/per year
Band / Choir " Black Dress Pants"			\$20.00/year	
Band Shoes				\$37.00/year
Band Uniform Cleaning				\$15.00/per year
Baseball Hats and Socks				\$60.00/per year
Cheerleading Uniform: (Shell, Skirt, Pom's Shoes)				\$75 Uniform/per year
Choir Robe Cleaning				\$15.00/year
Show Choir Performance Outfit			\$75/year	\$100 to \$250.00/per year
Flags/Color Guard				Up to \$300.00/per year
Golf Shirt and Pullover				\$140/per year
Graduation Cap & Gown				\$50.00
Orchestra (Lesson/Method Book)	\$12.00/per year	\$12.00/per year	\$12.00/per year	
Orchestra Instrument Rental (school owned)	\$25.00/semester	\$25.00/semester	\$25.00/semester	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests			\$25.00/per year	\$25.00/per year
Pink Panthers Uniform: (Shell, skirt, Pom's, shoes)				\$75.00 Uniform/per year
Softball Visor and stirrups				\$55/per year
Soccer Shin Guards & Socks				\$40.00/per year
Summer School **High School credit recovery does not require a fee	\$20.00 per session	\$20.00 per session	\$20.00 per session	\$20.00/per session
Swimming				\$10.00 Cap / \$20.00 goggles \$100.00 Swimsuit
Technology Fee			\$35.00/per year	\$35.00/per year
Tennis Uniform (Boys)				\$100.00 /per year
Tennis Uniform (Girls)				\$115.00 /per year
Volleyball				\$55.00 (Knee Pads & Shorts)/year

¹ This listing is a part of the 2024-2025 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

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Participation Fee w/ Activity Card (All NSAA Activities)			\$60.00/year	\$60.00/per year
Band (Methods Books for Lesson)		\$10-\$13.00/year		
Band Instrument Rental (school owned)		\$25.00/semester	\$30.00/semester	\$75.00/per year
Band / Choir "Black Dress Pants"			\$20.00/year	
Band Shoes and Gloves				\$45.00 \$37.00 /year
Band Uniform Cleaning				\$15.00/per year
Baseball Hats and Socks				\$60.00/per year
Cheerleading Uniform: (<i>Shell, Skirt, Pom's Shoes</i>)				\$80.75 Uniform /per year
Choir Robe Cleaning				\$15.00/year
Show Choir Performance Outfit			Up to \$75/year	\$100 to \$250.00/per year
Flags/Color Guard				Up to \$300.00/per year
Golf Shirt and Pullover				\$140/per year
Graduation Cap & Gown				\$50.00
Orchestra (Lesson/Method Book)	\$12.00/per year	\$12.00/per year	\$12.00/per year	
Orchestra Instrument Rental (school owned)	\$25.00/semester	\$25.00/semester	\$25.00/semester	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests			\$25.00/per year	\$25.00/per year
Pink Panthers Uniform: (Shell, skirt, Pom's, shoes)				Up to \$80.00 \$75.00 Uniform /per year
Softball Visor and stirrups				\$55/per year
Soccer Shin Guards & Socks				\$40.00/per year
Summer School **High School credit recovery does not require a fee	\$20.00 per session	\$20.00 per session	\$20.00 per session	\$20.00/per session
Swimming				\$10.00 Cap / \$20.00 goggles \$100.00 Swimsuit
Technology Fee			\$35.00/per year	\$35.00/per year
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Tennis Uniform (Girls)				\$115.00 /per year
Volleyball				\$55.00 (Knee Pads & Shorts)/year

¹ This listing is a part of the ~~2023-2024~~ - 2025 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

StudentsStudent Fees Policy

The Board of Education of Norfolk Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

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 general 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.

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. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. 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.

(1) Guidelines for 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.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) 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, 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.

(ii) 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.

(iii) Materials Required for Course Materials. 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.

(iv) Music Course Materials. 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.

(v) 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 or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire

fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) 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 for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

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

(7) 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.

(8) 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.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. 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 a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches 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.

(12) Distribution of Policy. 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.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. 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. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

National Trip Policy

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 Reaffirmation: June 8, 2020
 Date of Reaffirmation: May 10, 2021
 Date of Reaffirmation; May 9, 2022
 Date of Reaffirmation: April 17, 2023

InstructionParental/Community Involvement in Schools

Madison County School District 59-0002, a/k/a Norfolk Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

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

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: July 14, 2014
Date of Reaffirmation: May 11, 2015
Date of Reaffirmation: May 9, 2016
Date of Reaffirmation: May 9, 2017
Date of Revision: June 11, 2018
Date of Reaffirmation: May 13, 2019
Date of Reaffirmation: June 8, 2020
Date of Reaffirmation: December 14, 2020
Date of Reaffirmation: June 14, 2021
Date of Reaffirmation: May 9, 2022
Date of Reaffirmation: June 12, 2023

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending May 31, 2024

Fund/Account	2023-2024 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$1,234,180.50	\$175,770.53	\$57,650.00	\$1,352,301.03	
SPECIAL BUILDING FUND (3)	\$7,344,826.45	\$397,808.93	\$14,701.81	\$7,727,933.57	
DEPRECIATION RESERVE FUND (3)	\$6,332,912.34	\$21,241.60	\$519,074.45	\$5,835,079.49	
ACTIVITIES ACCOUNT (2)	\$661,018.15	\$79,948.48	\$78,315.54	\$662,651.09	
SUBSIDIARY ACCOUNT (2)	\$394,884.21	\$21,692.61	\$28,355.69	\$388,221.13	
GENERAL FUND (1)	\$10,138,486.69	\$9,399,390.21	4,969,135.19	\$14,568,741.71	
PAYROLL ACCOUNT (2)	\$5,705.78	\$4,023,807.41	\$4,023,807.41	\$5,705.78	
SCHOOL LUNCH FUND (2)	\$784,582.34	\$266,698.32	\$308,879.35	\$742,401.31	
BOND FUND (3)	\$1,144,074.95	\$4,370.41	\$0.00	\$1,148,445.36	
COOPERATIVE FUND (2)	\$261,382.51	\$8,171.38	\$13,855.43	\$255,698.46	
EMPLOYEE BENEFIT FUND (2)	\$4,182.50	\$15.37	\$0.00	\$4,197.87	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$515,178.28	\$579.44	\$0.00	\$515,757.72	
CONVENIENCE FEE FUND (2)	\$15,252.96	\$748.58	\$0.00	\$16,001.54	
STUDENT FEE FUND (2)	\$464,151.08	\$5,876.81	\$2,324.05	\$467,703.84	
TOTAL ALL FUNDS	\$29,300,818.74	\$14,406,120.08	\$10,016,098.92	\$33,690,839.90	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$14,568,741.71	
(2) ELKHORN VALLEY BANK				\$4,410,639.77	
(3) MIDWEST BANK				\$14,711,458.42	
TOTAL BALANCES				\$33,690,839.90	

Supt Report to the Board 6-10-2024

Summer School:

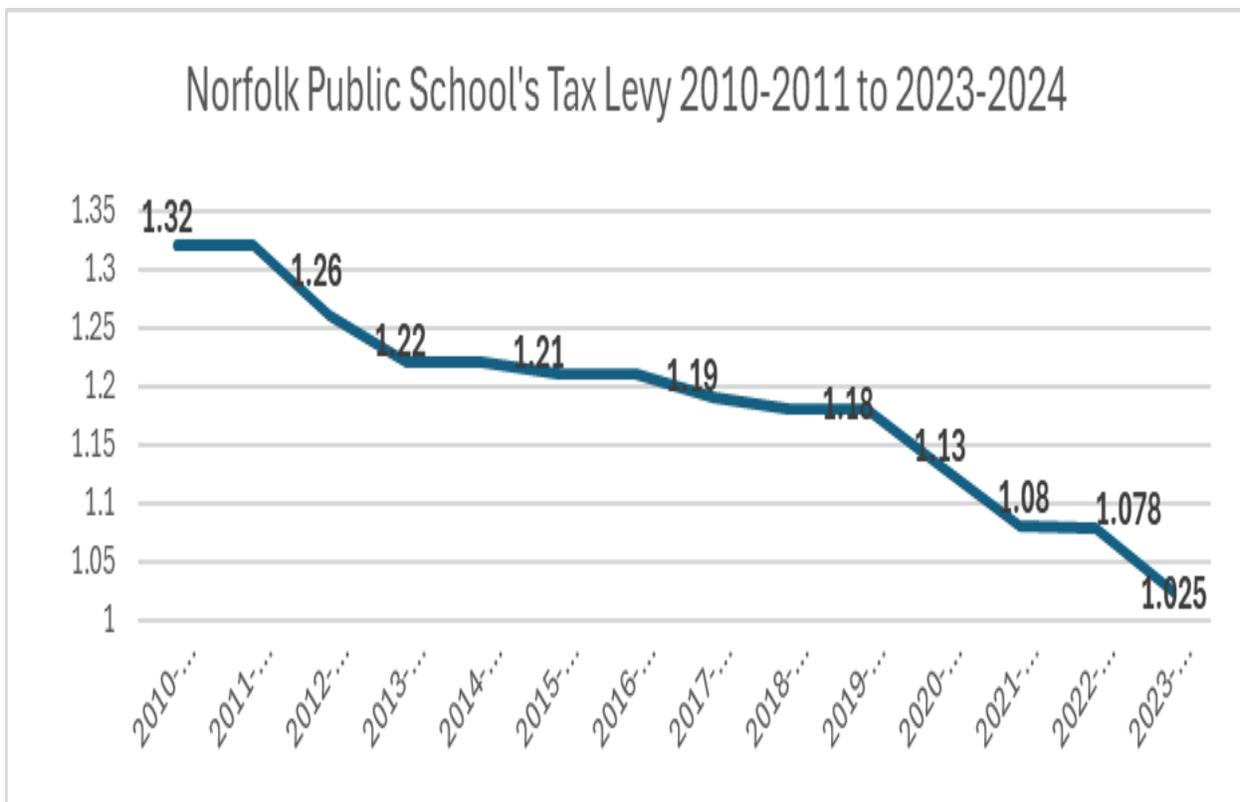
We have over 900 students attending summer school, with 27 students at Little Panthers Preschool, 298 students at our elementary schools, 72 middle school and junior high students at the junior high, and 547 students at the senior high school. Summer School focuses primarily on remediation and intervention of reading and math skills at all levels, with the exception of senior high where credit recovery and increased course availability or flexibility are the focus. The costs of summer school are tracked and recovered via the TEEOSA formula.

Tax Levy Information:

I am aware that community members received their yellow tax valuation postcards last week and that some are frustrated by the increase in their valuations. I want to be clear that schools do not set property valuations. Those are set by the county assessor.

The piece that schools have some control over is the property tax levy. I do not know what our property tax levy will be this year. It is much too early for us to tell. However, the Board lowered our levy by 5.5 cents last year and a total of 29.5 cents over the last 13 years.

We will do the best that we can to continue that downward trend as we develop our 2024-2025 budget...keeping in mind that our staff has negotiated a 4% increase in wages for next year which is an increase of approximately \$1.8 million.





Finance and Facilities Committee Meeting Minutes
Monday, May 13, 2024 at 4:00 PM
Location: Middle School

Attendance:

- Board Committee Members: Brenda Carhart - present, Teri Bauer - present, Sandy Wolfe - present
- NPS Staff Present: Dr. Jami Jo Thompson, Erik Wilson, Callan Collins

Meeting began at 4:00 PM

1. Finance Updates & Claims Review

- May Claims/Board Bills
 - Dr. Thompson answered questions about the claims
- All Funds Report
- Revenue Report

2. Board Agenda Items - Erik Wilson

- Arrow Contract
 - Board agenda item - Discuss, consider and take action to approve the 2024-2025 contract with Arrow Stage Lines for activities transportation
 - Reviewed transportation cost comparisons
 - Committee would like to move forward with the options to lower costs when available
- Athletic Trainer
 - Board agenda item - Discuss, consider and take action to approve the hiring of one additional athletic trainer
- Auditor
 - Board agenda item - Discuss, consider and take action to approve the contract with Forward CPA for annual auditing services
 - Received only one bid
 - Checked references and all positive reviews
- LSI Contract
 - Board agenda item - Discuss, consider and take action to approve the renewal of our agreement with LSI for 2024-2025 as our Food Management Company
 - Anticipating a cost increase for meals
- ESSERS Update - Dr. Thompson
 - ESSERS III Update - Reviewed ESSERS document that is included on the board agenda.

3. Facilities/Construction Update - Erik Wilson

- Chillers
 - New construction contract signed with Helm and will start construction in October at the Senior High
- Middle School
 - Will start mobilizing for construction this week. Information sent out to parents.
- Softball Fields at Tahazouka Park
 - City of Norfolk will need to approve final design at City Council meeting
- Field Turf
 - City looking at replacing field turf at Memorial Stadium
- Safety Grant
 - \$392,854 safety grant awarded to the District to be applied to expenses to replace exterior door locks
- YMCA
 - Continued air quality issues in the pool area at the YMCA. They are asking the District to contribute \$10,000 for a system to remedy the issue.
 - Will be brought to the Board for consideration

4. Other:

- Elementary Makerspace
 - Makerspace Grant for Elementary Buildings
 - Proposing a multi-year and multi-school donation
 - Funding to come from Connie Day Fund and NPS Foundation's Dual Credit School Fund, with plans to ask the Elis Fund.
 - Dr. Thompson plans to write up a proposal
- Superintendent Mileage
 - Mileage reimbursement will be submitted for out of town trips
 - Going forward, Callan will help complete mileage reimbursement forms

5. Upcoming Board Agenda Items:

- Student Fees
 - Small changes to be made to student fees
- Meal Prices
 - Will be increasing
- Chromebook purchase for next school year
 - Under the threshold, will not go to board for approval

6. Conflict Statements:

- None this month

7. Next Meeting:

- June 10, 2024

Meeting adjourned at 4:53 PM



Policy Committee Meeting Minutes

Wednesday, June 5, 2024 at 8:30 AM

Location: NPS Central Administration Building

Attendance:

- Board Committee Members: Brenda Carhart - present, Cindy Booth - present, Tom Stanton - present
- NPS Staff Present: Dr. Thompson, Callan Collins

Meeting began at 8:30 AM

1. Policies:

- Policies shared that have been redlined with recommended changes from Perry Law Firm as a result from the 2024 legislative session.

2. Policies Reviewed:

- 1050--Access to Records – Revised
- 3130--Purchasing Policies – Revised
- 3140--Contracting for Services - Revised
- 3571--Meal Charge Policy – Revised
- 4141--Teacher Training – Revised
- 5006 -- Option Enrollment Policy - Revised
- 5008 -- Attendance – Revised
- 5013 – Preschool Enrollment – New policy
- 5101 – Student Discipline Policy – Revised
- 5103 --Tribal Regalia – New policy
- 5201 -- Promotion and Retention – Revised
- 5205 -- Graduation – Revised
- 6111 -- Classroom Environment – Revised
- 6310 – Textbook Loans – Rescind
- 6700 -- Firearm Policy – Revised
- 8240 -- Membership in School Board Associations – Revised
- 8342 -- Designated Method of Giving Notice of Meetings – Revised
- 8346 -- Public Participation at Board Meeting - Revised

3. Additional items:

- No other policies discussed

4. Reading of policies

- 1st reading of policies at Board Meeting: June 10, 2024
- 2nd reading of policies at Board meeting: July 8, 2024

Meeting adjourned at 9:31 AM

Board of Education 2nd Regular Monthly Meeting
Tuesday, May 28, 2024 12:00 PM
NPS Central Administration Office
512 West Phillip Avenue
Norfolk, NE 68701

Teri Bauer: Present
Cindy Booth: Present
Brenda Carhart: Present
Beth Shashikant: Present
Tom Stanton: Present
Sandy Wolfe: Present

1. Date Public Notice appeared in the Norfolk Daily News: May 22, 2024
2. Oath of Office: Tom Stanton took the Oath of Office and was sworn in at 11:50 AM
3. Call to Order
 - A. The Norfolk Public School District's board of education meeting was called to order at 12:00 PM.
 - 3.1. Roll Call – See attendance above.
 - 3.2. Declaration of a Legal Meeting - The meeting was declared legal.
4. Pledge of Allegiance
5. Information and Discussion Items
 - 5.1. Finance & Facilities Report
 - A. The total amount of claims to be approved on the consent agenda by a specific fund are listed below:
 - General Fund = \$270,467.92
 - Nutrition Services Fund = \$1,100.32
 - Cooperative Fund = \$911.74
 - Subsidiary Fund = \$8,382.75
 - Special Building Fund = \$3,375.00
 - Senior High Activity Fund = \$17,488.82
 - Junior High Activity Fund = \$3,255.08
 - Student Fee Fund = \$137.16
 - 5.2. Superintendent Report
 - A. Dr. Thompson met with our newest Board member, Tom Stanton, on Thursday, May 23rd, to begin the orientation/training process. As part of that process, Tom was provided with our Conflict of Interest policies and reporting procedures. Other topics covered included: Sparq, Board Roles/Responsibilities, Internal Board Policies and Bylaws, the Open Meetings Act, Operating Principals, the District's Mission, Vision, and Strategic Plan, Enrollment Data, Communication, and Sensitive Issues. Additional orientation meetings will be scheduled that focus on Business Services, Student Services, Safety, Human Resources, Student Programs, and Teaching and Learning.
6. Approve Consent Agenda
Motion to approve the consent agenda passed with a motion by Teri Bauer and a second by Brenda Carhart.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Beth Shashikant: Yea, Tom Stanton: Yea, Sandy Wolfe: Yea

Yea: 6, Nay: 0

6.1. Minutes of Previous Meetings

A. Minutes from the meeting on May 13, 2024 were reviewed.

6.2. Personnel

6.2.1. Contract Approval

- LaMie, Kimberly, Preschool Special Education, Little Panthers Preschool
- Steskal, Kathryn, Special Education Teacher, Norfolk Junior High School
- Jacot, Melissa, Special Education Teacher, Lincoln Elementary

6.3. Claims

A. Claims were reviewed. These were also reviewed by the Finance & Facilities committee. There are no conflict statements.

7. Action Items

7.1. Discuss, consider and take action to approve the contract with Prime Secured for exterior door access controls

A. Asking permission from the board to enter into a contract with Prime Secured for exterior door access controls. We received \$392,854 from the NDE safety grant for this project. This project was put out for bid and we only received one bidder for the district at \$517,550. That bid included card scanners at a few main doors and door monitors on every door in the district. In order to stay in budget for what we received in the grant, we will provide card scanners on a few main doors at every building in the district and install door monitors on every door at the MS, JH, and SH. The bid to do that work is \$394,673.64 about \$2,000 more than we received in the grant, remaining funds will be covered with dollars from the Safety Budget. Continue to search for grant funds to add door monitors at other buildings in the future.

Motion to approve the contract with Prime Secured for exterior door access controls passed with a motion by Teri Bauer and a second by Cindy Booth.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Beth Shashikant: Yea, Tom Stanton: Yea, Sandy Wolfe: Yea

Yea: 6, Nay: 0

7.2. Appointment of Board Committees

A. Updated board member committee assignments reviewed.

Motion to approve the updated board committees, as presented passed with a motion by Tom Stanton and a second by Beth Shashikant.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Beth Shashikant: Yea, Tom Stanton: Yea, Sandy Wolfe: Yea

Yea: 6, Nay: 0

8. Future Meetings

- A. The next regular meeting of the Board of Education will be held on Monday, June 10th, 2024 at 5:30 PM. This will include the Parental Involvement Hearing and Student Fees Hearing.
- B. The 2nd monthly meeting of the Board of Education is scheduled for Monday, June 24th, 2024 at Noon.
- C. 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.

9. Adjournment
 - A. The meeting adjourned at 12:15 PM

Chairperson

Superintendent

		JUNE 10, 2024		
		NORFOLK PUBLIC SCHOOLS		
		NORFOLK, NEBRASKA		
1	GENERAL FUND			
2	81 AUTO GLASS, LLC	WINDSHIELD REPLACEMENT #26	01 2650 340 1 001 000	\$150.00
3	81 AUTO GLASS, LLC	WINDSHIELD REPLACEMENT #26	01 2650 340 2 001 000	\$150.00
4	81 AUTO GLASS, LLC Total			\$300.00
5	A TO Z VAC & SEW	BRUSH ROLL	01 2610 610 1 001 000	\$19.98
6	A TO Z VAC & SEW	BRUSH ROLL	01 2610 610 2 001 000	\$19.97
7	A TO Z VAC & SEW Total			\$39.95
8	ADVANCE AUTO PARTS	OIL AND FILTER	01 2710 610 1 001 000	\$57.48
9	ADVANCE AUTO PARTS	SWIVEL GRIP	01 2710 610 1 001 000	\$9.20
10	ADVANCE AUTO PARTS	OIL AND FILTER	01 2710 610 2 001 000	\$57.48
11	ADVANCE AUTO PARTS	SWIVEL GRIP	01 2710 610 2 001 000	\$9.19
12	ADVANCE AUTO PARTS Total			\$133.35
13	ALVARADO, TANIA J MEZA	STAFF MILEAGE	01 1150 333 1 004 000	\$27.34
14	ALVARADO, TANIA J MEZA	STAFF MILEAGE	01 1150 333 2 004 000	\$27.33
15	ALVARADO, TANIA J MEZA Total			\$54.67
16	APPEARA	DISTRICT MT/CUST SHIRTS	01 2610 431 1 001 000	\$65.34
17	APPEARA	MOP CLEANING	01 2610 431 1 001 000	\$45.00
18	APPEARA	DISTRICT MT/CUST SHIRTS	01 2610 431 1 001 000	\$56.30
19	APPEARA	MOP CLEANING	01 2610 431 1 001 000	\$45.00
20	APPEARA	DISTRICT MT/CUST SHIRTS	01 2610 431 1 001 000	\$58.46
21	APPEARA	DISTRICT MT/CUST SHIRTS	01 2610 431 2 001 000	\$65.34
22	APPEARA	MOP CLEANING	01 2610 431 2 001 000	\$45.00
23	APPEARA	DISTRICT MT/CUST SHIRTS	01 2610 431 2 001 000	\$56.30
24	APPEARA	MOP CLEANING	01 2610 431 2 001 000	\$45.00
25	APPEARA	DISTRICT MT/CUST SHIRTS	01 2610 431 2 001 000	\$58.46
26	APPEARA	DISTRICT MT/CUST SHIRTS	01 2620 431 1 001 000	\$16.34
27	APPEARA	DISTRICT MT/CUST SHIRTS	01 2620 431 1 001 000	\$14.08
28	APPEARA	DISTRICT MT/CUST SHIRTS	01 2620 431 1 001 000	\$14.62
29	APPEARA	DISTRICT MT/CUST SHIRTS	01 2620 431 2 001 000	\$16.34
30	APPEARA	DISTRICT MT/CUST SHIRTS	01 2620 431 2 001 000	\$14.07
31	APPEARA	DISTRICT MT/CUST SHIRTS	01 2620 431 2 001 000	\$14.62
32	APPEARA Total			\$630.27
33	ARROW STAGE LINES	WS FIELD TRIP	01 2710 340 1 001 000	\$825.00
34	ARROW STAGE LINES	WS FIELD TRIP	01 2710 340 2 001 000	\$825.00
35	ARROW STAGE LINES Total			\$1,650.00
36	BAUER BUILT, INC	TIRES	01 2650 610 1 001 000	\$77.00
37	BAUER BUILT, INC	TIRES	01 2650 610 2 001 000	\$77.00

38	BAUER BUILT, INC Total			\$154.00
39	BAUER, RACHEL	STAFF MILEAGE	01 3541 333 1 004 000	\$81.74
40	BAUER, RACHEL	STAFF MILEAGE	01 3541 333 1 004 000	\$53.87
41	BAUER, RACHEL Total			\$135.61
42	BENDER, DENISE	STAFF MILEAGE	01 1100 333 1 001 000	\$80.67
43	BENDER, DENISE	STAFF MILEAGE	01 1100 333 2 001 000	\$80.67
44	BENDER, DENISE Total			\$161.34
45	BIXENMANN, MELISSA	PARENT MILEAGE	01 2712 332 2 004 000	\$213.06
46	BIXENMANN, MELISSA Total			\$213.06
47	BLUUM USA, INC	HEADPHONES	01 1100 610 2 206 001	\$58.44
48	BLUUM USA, INC Total			\$58.44
49	BOMGAARS SUPPLY	SLIP HOOK	01 2620 610 1 001 000	\$2.79
50	BOMGAARS SUPPLY	LAWN CARE	01 2620 610 1 001 000	\$15.00
51	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 1 001 000	\$9.54
52	BOMGAARS SUPPLY	SOLAR SALT	01 2620 610 1 001 000	\$81.13
53	BOMGAARS SUPPLY	SLIP HOOK	01 2620 610 2 001 000	\$2.79
54	BOMGAARS SUPPLY	LAWN CARE	01 2620 610 2 001 000	\$14.99
55	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 2 001 000	\$9.53
56	BOMGAARS SUPPLY	SOLAR SALT	01 2620 610 2 001 000	\$81.12
57	BOMGAARS SUPPLY Total			\$216.89
58	BOUND TO STAY BOUND BOOKS	LIBRARY BOOKS	01 2220 640 1 423 014	\$507.44
59	BOUND TO STAY BOUND BOOKS	LIBRARY BOOKS	01 2220 640 1 423 014	\$48.66
60	BOUND TO STAY BOUND BOOKS Total			\$556.10
61	BULK BOOKSTORE	FAMILY INVOLVEMENT SUPPLIES	01 6925 610 1 004 000	\$788.02
62	BULK BOOKSTORE	FAMILY INVOLVEMENT SUPPLIES	01 6925 610 2 004 000	\$788.02
63	BULK BOOKSTORE Total			\$1,576.04
64	C. W. PUBLICATIONS	ONLINE SIMULATIONS	01 3551 643 2 209 001	\$479.00
65	C. W. PUBLICATIONS Total			\$479.00
66	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 104 010	\$188.82
67	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 201 003	\$60.68
68	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 302 004	\$66.86
69	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 430 014	\$253.42
70	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 602 005	\$71.32
71	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 705 008	\$23.06
72	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 819 009	\$9.67
73	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 904 012	\$38.83
74	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 2 016 001	\$6.71
75	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 2 141 002	\$161.64
76	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 2 209 001	\$445.22
77	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1190 610 1 163 021	\$104.49
78	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1200 610 1 004 000	\$229.74
79	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1200 610 2 004 000	\$229.73
80	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1291 610 1 017 000	\$40.64

81	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1292 610 1 017 000	\$40.64
82	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2530 340 1 001 000	\$12.37
83	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2530 340 1 001 000	\$3,508.50
84	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2530 340 2 001 000	\$12.36
85	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2530 340 2 001 000	\$3,508.49
86	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2620 431 0 001 000	\$24.38
87	CAPITAL BUSINESS SYSTEMS Total			\$9,037.57
88	CDW GOVERNMENT, INC	PROJECTOR LAMP	01 1100 610 1 801 009	\$67.54
89	CDW GOVERNMENT, INC	PROJECTOR LAMPS	01 1100 610 1 802 009	\$103.94
90	CDW GOVERNMENT, INC	PROJECTOR LAMP	01 1100 610 1 904 012	\$77.19
91	CDW GOVERNMENT, INC	CHROMEBOOKS	01 1100 650 1 005 000	\$37,625.00
92	CDW GOVERNMENT, INC	CHROMEBOOKS	01 1100 650 2 005 000	\$37,625.00
93	CDW GOVERNMENT, INC	GOOGLE VOICE ACCTS	01 1200 643 1 004 000	\$105.54
94	CDW GOVERNMENT, INC	GOOGLE VOICE ACCTS	01 1200 643 2 004 000	\$105.53
95	CDW GOVERNMENT, INC Total			\$75,709.74
96	CENTRAL NEBRASKA	PROFESSIONAL EDUCATIONAL	01 2172 320 1 004 000	\$299.25
97	CENTRAL NEBRASKA	PROFESSIONAL EDUCATIONAL	01 2172 334 1 004 000	\$42.88
98	CENTRAL NEBRASKA	PROFESSIONAL EDUCATIONAL	01 2173 320 1 004 000	\$688.50
99	CENTRAL NEBRASKA	PROFESSIONAL EDUCATIONAL	01 2173 334 1 004 000	\$62.31
100	CENTRAL NEBRASKA Total			\$1,092.94
101	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 000	\$243.97
102	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 003	\$407.42
103	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 004	\$465.70
104	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 005	\$372.03
105	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 008	\$464.26
106	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 009	\$657.01
107	CITY OF NORFOLK	WATER/SEWER	01 2610 410 2 001 000	\$243.96
108	CITY OF NORFOLK	WATER/SEWER	01 2610 410 2 001 002	\$1,736.75
109	CITY OF NORFOLK	WASTE REMOVAL	01 2630 420 1 001 000	\$18.13
110	CITY OF NORFOLK	WASTE/TREE DEBRIS	01 2630 420 1 001 000	\$1.50
111	CITY OF NORFOLK	WASTE REMOVAL	01 2630 420 2 001 000	\$18.12
112	CITY OF NORFOLK	WASTE/TREE DEBRIS	01 2630 420 2 001 000	\$1.50
113	CITY OF NORFOLK Total			\$4,630.35
114	CLASS INTERCOM, LLC	DISTRICT RENEWAL	01 2310 643 2 010 000	\$2,195.00
115	CLASS INTERCOM, LLC Total			\$2,195.00
116	CLEARFLY	PHONE SERVICE	01 2510 382 1 001 000	\$188.32
117	CLEARFLY	PHONE SERVICE	01 2510 382 1 001 003	\$94.61
118	CLEARFLY	PHONE SERVICE	01 2510 382 1 001 004	\$94.25
119	CLEARFLY	PHONE SERVICE	01 2510 382 1 001 005	\$94.61
120	CLEARFLY	PHONE SERVICE	01 2510 382 1 001 008	\$94.61
121	CLEARFLY	PHONE SERVICE	01 2510 382 1 001 009	\$94.61
122	CLEARFLY	PHONE SERVICE	01 2510 382 1 001 010	\$94.61
123	CLEARFLY	PHONE SERVICE	01 2510 382 1 001 012	\$92.09

124	CLEARFLY	PHONE SERVICE	01 2510 382 1 001 014	\$189.55
125	CLEARFLY	PHONE SERVICE	01 2510 382 1 001 021	\$94.25
126	CLEARFLY	PHONE SERVICE	01 2510 382 2 001 000	\$188.32
127	CLEARFLY	PHONE SERVICE	01 2510 382 2 001 001	\$380.39
128	CLEARFLY	PHONE SERVICE	01 2510 382 2 001 002	\$192.11
129	CLEARFLY Total			\$1,892.33
130	COLES, MARY	PARENT MILEAGE	01 2713 332 1 004 021	\$118.99
131	COLES, MARY Total			\$118.99
132	COLLINS, NICHOLAS	AFS ZOO FIELD TRIP	01 2190 580 2 001 000	\$15.00
133	COLLINS, NICHOLAS Total			\$15.00
134	CORLEY, LISA	PARENT MILEAGE	01 2713 332 1 004 021	\$70.75
135	CORLEY, LISA Total			\$70.75
136	CRAVEN, SHEILA	OT SERVICES	01 2161 320 1 004 000	\$9,801.00
137	CRAVEN, SHEILA	OT SERVICES	01 2161 320 2 004 000	\$243.00
138	CRAVEN, SHEILA	OT MILEAGE	01 2161 334 1 004 000	\$89.58
139	CRAVEN, SHEILA	OT MILEAGE	01 2161 334 2 004 000	\$4.02
140	CRAVEN, SHEILA Total			\$10,137.60
141	CURRICULUM ASSOCIATES	PHONICS BOOKS	01 1100 640 1 028 000	\$3,971.66
142	CURRICULUM ASSOCIATES	PHONICS BOOKS	01 1125 640 1 004 005	\$575.74
143	CURRICULUM ASSOCIATES Total			\$4,547.40
144	CUSTOM SPORTS	POLO	01 2310 890 1 001 000	\$15.00
145	CUSTOM SPORTS	POLO	01 2310 890 2 001 000	\$15.00
146	CUSTOM SPORTS Total			\$30.00
147	DANIEL, JULIE	STAFF MILEAGE	01 2181 333 1 004 000	\$220.40
148	DANIEL, JULIE	STAFF MILEAGE	01 2181 333 2 004 000	\$220.39
149	DANIEL, JULIE	STAFF MILEAGE	01 2182 333 1 004 021	\$106.60
150	DANIEL, JULIE	STAFF MILEAGE	01 2183 333 1 004 000	\$52.93
151	DANIEL, JULIE Total			\$600.32
152	DEMCO	HEADPHONES	01 2220 610 1 423 014	\$255.19
153	DEMCO Total			\$255.19
154	DEPARTMENT OF HEALTH & HUMAN SERVICES	CERTIFICATION FEE	01 1200 330 1 004 000	\$25.00
155	DEPARTMENT OF HEALTH & HUMAN SERVICES Total			\$25.00
156	EAKES OFFICE PLUS	NAME PLATE	01 2310 890 1 001 000	\$11.35
157	EAKES OFFICE PLUS	NAME PLATE	01 2310 890 2 001 000	\$11.35
158	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 431 1 001 004	\$125.00
159	EAKES OFFICE PLUS	REPAIR FLOOR SCRUBBER	01 2610 431 1 001 014	\$436.40
160	EAKES OFFICE PLUS	CARPET EXTRACTOR	01 2610 610 1 001 000	\$1,200.00
161	EAKES OFFICE PLUS	SUPPLIES	01 2610 610 1 001 000	\$137.64
162	EAKES OFFICE PLUS	DISPENSERS	01 2610 610 1 001 000	\$78.24
163	EAKES OFFICE PLUS	CUSTODIAL SUPPLIES	01 2610 610 1 001 004	\$5.00
164	EAKES OFFICE PLUS	SUPPLIES	01 2610 610 2 001 000	\$137.64
165	EAKES OFFICE PLUS	CARPET EXTRACTOR	01 2610 610 2 001 000	\$1,200.00
166	EAKES OFFICE PLUS	DISPENSERS	01 2610 610 2 001 000	\$78.24

167	EAKES OFFICE PLUS Total			\$3,420.86
168	ELKHORN RURAL PUBLIC POWER	WOODLAND PARK ELECTRICITY	01 2610 621 1 001 012	\$1,795.50
169	ELKHORN RURAL PUBLIC POWER Total			\$1,795.50
170	FAITH REGIONAL HEALTH	23-24 ATHLETIC TRAINER	01 2130 340 2 001 000	\$17,225.00
171	FAITH REGIONAL HEALTH Total			\$17,225.00
172	FATHER FLANAGAN'S BOYS'	BOOKS	01 1200 610 1 020 009	\$16.95
173	FATHER FLANAGAN'S BOYS'	CLASSROOM SUPPLIES	01 2120 610 1 816 009	\$81.65
174	FATHER FLANAGAN'S BOYS' Total			\$98.60
175	FATT SUNNIE STUDIOS	JC AUDIO/VIDEO HOURS	01 2510 340 2 001 001	\$638.75
176	FATT SUNNIE STUDIOS Total			\$638.75
177	FERNAU, JESSICA	STAFF MILEAGE	01 1291 333 1 004 021	\$31.42
178	FERNAU, JESSICA	STAFF MILEAGE	01 1292 333 1 004 000	\$80.60
179	FERNAU, JESSICA Total			\$112.02
180	FILTER SHOP, INC, THE	FILTERS	01 2620 610 2 001 001	\$1,198.71
181	FILTER SHOP, INC, THE Total			\$1,198.71
182	FIRST CHOICE FOOD	TRAINING DAY SUPPLIES	01 6416 610 1 017 000	\$405.00
183	FIRST CHOICE FOOD Total			\$405.00
184	FOX, CINDY	STAFF MILEAGE	01 2130 333 1 004 000	\$39.78
185	FOX, CINDY	STAFF MILEAGE	01 2130 333 2 004 000	\$39.77
186	FOX, CINDY Total			\$79.55
187	FRISCH, VIRGINIA	STAFF MILEAGE	01 1291 333 1 004 021	\$17.29
188	FRISCH, VIRGINIA	STAFF MILEAGE	01 1292 333 1 004 000	\$50.25
189	FRISCH, VIRGINIA Total			\$67.54
190	FROWICK, BRENNIA	STAFF MILEAGE	01 2151 333 1 004 000	\$48.24
191	FROWICK, BRENNIA Total			\$48.24
192	FROWICK, KIM	STAFF MILEAGE	01 1291 333 1 004 021	\$44.35
193	FROWICK, KIM	STAFF MILEAGE	01 2151 333 1 004 000	\$44.36
194	FROWICK, KIM Total			\$88.71
195	GATES, RHONDA	STAFF MILEAGE	01 1291 333 1 004 021	\$17.96
196	GATES, RHONDA	STAFF MILEAGE	01 1292 333 1 004 000	\$23.45
197	GATES, RHONDA Total			\$41.41
198	GLASS EDGE INC, THE	DOOR REPAIRS/REPLACEMENT	01 2620 431 1 001 000	\$493.00
199	GLASS EDGE INC, THE	DOOR REPAIRS/REPLACEMENT	01 2620 431 2 001 000	\$493.00
200	GLASS EDGE INC, THE Total			\$986.00
201	GOODELL, JALIN	PARENT MILEAGE	01 2713 332 1 004 021	\$60.57
202	GOODELL, JALIN Total			\$60.57
203	HAKE, SARAH	STAFF MILEAGE	01 1200 333 1 004 000	\$22.31
204	HAKE, SARAH	STAFF MILEAGE	01 1200 333 2 004 000	\$1.07
205	HAKE, SARAH	STAFF MILEAGE	01 2151 333 1 004 000	\$24.93
206	HAKE, SARAH Total			\$48.31
207	HARDY, MARSHAL	ACTIVITY WORKER	01 2190 120 2 001 000	\$56.77
208	HARDY, MARSHAL Total			\$56.77
209	HIRSCH, HEATHER	STAFF MILEAGE	01 3541 333 1 004 000	\$220.33

210	HIRSCH, HEATHER Total			\$220.33
211	HOFERER, KIMBERLY	ACTIVITY WORKER	01 2190 120 2 001 000	\$421.72
212	HOFERER, KIMBERLY Total			\$421.72
213	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 1 001 000	\$74.18
214	HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	01 2610 610 2 001 000	\$74.17
215	HOME DEPOT PRO, THE Total			\$148.35
216	HORSLEY, JESSICA	STAFF MILEAGE	01 1100 333 1 001 000	\$130.07
217	HORSLEY, JESSICA	STAFF MILEAGE	01 1100 333 2 001 000	\$130.07
218	HORSLEY, JESSICA Total			\$260.14
219	HUGHES, AMY	SCHOOL AGE PT SERVICES	01 2171 320 1 004 000	\$5,872.50
220	HUGHES, AMY	SCHOOL AGE PT SERVICES	01 2171 320 2 004 000	\$243.00
221	HUGHES, AMY	PT MILEAGE	01 2171 334 1 004 000	\$80.13
222	HUGHES, AMY Total			\$6,195.63
223	INTRADATA	2/25 SUBSCRIPTION	01 1100 610 1 104 010	\$1,007.00
224	INTRADATA Total			\$1,007.00
225	J W PEPPER, INC	ALL STATE MUSIC	01 1100 610 2 207 001	\$41.25
226	J W PEPPER, INC Total			\$41.25
227	JACOT, TYLER	ZOO TRIP	01 2190 580 1 001 000	\$15.00
228	JACOT, TYLER Total			\$15.00
229	JENSEN, CARRIE	MILEAGE	01 1100 333 2 001 000	\$57.49
230	JENSEN, CARRIE Total			\$57.49
231	JERRY'S TRAILERS & CAMPERS	SUPPLIES	01 2620 610 2 001 001	\$23.77
232	JERRY'S TRAILERS & CAMPERS Total			\$23.77
233	KELLY SUPPLY COMPANY	SUPPLIES	01 2620 610 1 001 000	\$42.65
234	KELLY SUPPLY COMPANY	BELT	01 2620 610 1 001 008	\$29.50
235	KELLY SUPPLY COMPANY	BELTS, BRUSH	01 2620 610 1 001 014	\$75.84
236	KELLY SUPPLY COMPANY	SUPPLIES	01 2620 610 1 001 014	\$25.84
237	KELLY SUPPLY COMPANY	SUPPLIES	01 2620 610 2 001 000	\$42.64
238	KELLY SUPPLY COMPANY	BELTS	01 2620 610 2 001 001	\$122.48
239	KELLY SUPPLY COMPANY Total			\$338.95
240	KLAUS, ELIZABETH	STAFF MILEAGE	01 2171 333 1 004 000	\$38.59
241	KLAUS, ELIZABETH Total			\$38.59
242	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 2 004 000	\$46.10
243	KNIGHT, KARLA	STAFF MILEAGE	01 2152 333 1 004 021	\$26.93
244	KNIGHT, KARLA	STAFF MILEAGE	01 2153 333 1 004 000	\$40.20
245	KNIGHT, KARLA Total			\$113.23
246	KONERT, NICOLE	STAFF MIEAGE	01 1200 333 1 004 000	\$21.58
247	KONERT, NICOLE	STAFF MIEAGE	01 1200 333 2 004 000	\$21.57
248	KONERT, NICOLE Total			\$43.15
249	KORTH, JESSIE	PT BIRTH TO 5 SERVICES	01 2172 320 1 004 000	\$523.67
250	KORTH, JESSIE	PT BIRTH TO 5 SERVICES	01 2173 320 1 004 000	\$523.66
251	KORTH, JESSIE Total			\$1,047.33
252	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 1 001 000	\$73.50

253	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 1 001 003	\$49.00
254	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 1 001 004	\$49.00
255	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 1 001 005	\$49.00
256	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 1 001 008	\$49.00
257	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 1 001 009	\$49.00
258	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 1 001 010	\$49.00
259	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 1 001 012	\$49.00
260	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 1 001 014	\$49.00
261	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 1 001 021	\$49.00
262	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 2 001 000	\$73.50
263	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 2 001 001	\$49.00
264	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 2 001 002	\$49.00
265	KUSTOM PEST CONTROL	PEST REMOVAL SERVICES	01 2630 340 2 016 001	\$49.00
266	KUSTOM PEST CONTROL Total			\$735.00
267	LAMMERS, NANCY	ACTIVITY WORKER	01 2190 120 2 001 000	\$121.65
268	LAMMERS, NANCY Total			\$121.65
269	LAWNCO	LAWN SERVICE (2022-2024)	01 2630 420 1 001 000	\$3,939.00
270	LAWNCO	LAWN SERVICE (2022-2024)	01 2630 420 2 001 000	\$3,938.99
271	LAWNCO Total			\$7,877.99
272	LESSONPIX, INC	USER LICENSE	01 2151 610 1 004 000	\$370.52
273	LESSONPIX, INC	USER LICENSE	01 2151 610 2 004 000	\$370.51
274	LESSONPIX, INC Total			\$741.03
275	LEXIA LEARNING SYSTEMS LLC	LETRS TRAINING	01 6310 330 1 028 000	\$399.00
276	LEXIA LEARNING SYSTEMS LLC Total			\$399.00
277	LIBRARY STORE, THE	BOOK COVERS	01 1100 610 1 403 014	\$107.96
278	LIBRARY STORE, THE Total			\$107.96
279	MATHESON TRI-GAS INC.	CHEMICALS	01 2620 610 1 001 000	\$101.64
280	MATHESON TRI-GAS INC.	CHEMICALS	01 2620 610 2 001 000	\$101.64
281	MATHESON TRI-GAS INC. Total			\$203.28
282	MCBRIDE, STEPHENIE	STAFF MIEAGE	01 1150 333 1 004 000	\$106.20
283	MCBRIDE, STEPHENIE Total			\$106.20
284	MCGRAW-HILL SCHOOL	BOOKS & PERIODICALS	01 1100 640 1 028 000	\$2,840.99
285	MCGRAW-HILL SCHOOL	BOOKS & PERIODICALS	01 1125 610 1 004 005	\$229.60
286	MCGRAW-HILL SCHOOL Total			\$3,070.59
287	MENARDS	FLAG	01 2610 610 1 001 000	\$17.50
288	MENARDS	DAWN	01 2610 610 1 001 000	\$4.97
289	MENARDS	FLAG	01 2610 610 2 001 000	\$17.49
290	MENARDS	DAWN	01 2610 610 2 001 000	\$4.97
291	MENARDS	CHISEL, HAMMER	01 2620 610 1 001 000	\$15.49
292	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$37.89
293	MENARDS	COUPLING	01 2620 610 1 001 000	\$3.06
294	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$3.99
295	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$15.98

296	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$2.78
297	MENARDS	END CAPS	01 2620 610 1 001 004	\$39.67
298	MENARDS	SUPPLIES	01 2620 610 1 001 004	\$1.39
299	MENARDS	SUPPLIES	01 2620 610 1 001 004	\$18.96
300	MENARDS	SUPPLIES	01 2620 610 1 001 010	\$15.58
301	MENARDS	SUPPLIES	01 2620 610 1 001 014	\$31.98
302	MENARDS	CHISEL, HAMMER	01 2620 610 2 001 000	\$15.48
303	MENARDS	COUPLING	01 2620 610 2 001 000	\$3.06
304	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$15.97
305	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$37.89
306	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$2.78
307	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$4.00
308	MENARDS	SUMP PUMP	01 2620 610 2 001 001	\$229.99
309	MENARDS	SUPPLIES	01 2620 610 2 001 002	\$20.36
310	MENARDS Total			\$561.23
311	MILLER, TINA	PARENT MILEAGE	01 2713 332 1 004 021	\$241.20
312	MILLER, TINA Total			\$241.20
313	NAPA OF NORFOLK	WIPER BLADE	01 2650 610 1 001 000	\$22.85
314	NAPA OF NORFOLK	WIPER BLADE	01 2650 610 2 001 000	\$22.85
315	NAPA OF NORFOLK Total			\$45.70
316	NCS PEARSON	TESTING SUPPLIES	01 2141 610 1 014 000	\$47.81
317	NCS PEARSON	TESTING SUPPLIES	01 2141 610 2 014 000	\$47.81
318	NCS PEARSON	TESTING SUPPLIES	01 2142 610 1 014 000	\$10.63
319	NCS PEARSON Total			\$106.25
320	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$1,235.72
321	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 003	\$2,275.18
322	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 004	\$1,774.15
323	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 005	\$1,960.41
324	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 008	\$2,587.27
325	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 009	\$1,553.51
326	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 010	\$2,065.38
327	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 014	\$8,541.73
328	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 021	\$1,688.28
329	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 000	\$1,235.71
330	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 001	\$34,969.26
331	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 002	\$12,391.51
332	NEBRASKA PUBLIC POWER Total			\$72,278.11
333	NORFOLK IMPLEMENT INC	LAWN MOWERS	01 2630 610 1 001 000	\$4,216.00
334	NORFOLK IMPLEMENT INC	CUTTER BLADES	01 2630 610 1 001 000	\$2.91
335	NORFOLK IMPLEMENT INC	LAWN MOWERS	01 2630 610 2 001 000	\$4,216.00
336	NORFOLK IMPLEMENT INC	CUTTER BLADES	01 2630 610 2 001 000	\$2.91
337	NORFOLK IMPLEMENT INC Total			\$8,437.82
338	NORFOLK WINSUPPLY	SEAT	01 2620 610 1 001 009	\$30.38

339	NORFOLK WINSUPPLY Total			\$30.38
340	ORWIG, JILL	STAFF MIEAGE	01 1200 333 1 004 000	\$103.12
341	ORWIG, JILL Total			\$103.12
342	PENA, CORLISS	STAFF MIEAGE	01 2130 333 1 004 000	\$83.28
343	PENA, CORLISS Total			\$83.28
344	PERRY,GUTHERY,HAASE	LEGAL SERVICES	01 2330 317 1 001 000	\$11,370.07
345	PERRY,GUTHERY,HAASE	LEGAL SERVICES	01 2330 317 1 001 000	\$678.33
346	PERRY,GUTHERY,HAASE	LEGAL SERVICES	01 2330 317 2 001 000	\$11,370.07
347	PERRY,GUTHERY,HAASE	LEGAL SERVICES	01 2330 317 2 001 000	\$678.33
348	PERRY,GUTHERY,HAASE Total			\$24,096.80
349	PORTER, STEVE	ACTIVITY WORKER	01 2190 120 2 001 000	\$113.54
350	PORTER, STEVE Total			\$113.54
351	PRIME SANITATION SERVICE	TRASH SERVICE	01 2610 420 1 001 000	\$2,525.25
352	PRIME SANITATION SERVICE	TRASH SERVICE	01 2610 420 2 001 000	\$2,525.25
353	PRIME SANITATION SERVICE Total			\$5,050.50
354	PRIORITY COMMUNICATIONS	RM 201 PHONE REPAIR	01 1100 610 1 201 003	\$90.00
355	PRIORITY COMMUNICATIONS Total			\$90.00
356	QUILL CORPORATION	GENERAL SUPPLIES	01 1100 610 1 802 009	\$215.29
357	QUILL CORPORATION Total			\$215.29
358	RAMIREZ, SILVIA	PARENT MILEAGE	01 2713 332 1 004 021	\$96.48
359	RAMIREZ, SILVIA Total			\$96.48
360	RASMUSSEN MECHANICAL	REPAIR TO CONFERENCE ROOM	01 2620 431 1 001 004	\$2,953.06
361	RASMUSSEN MECHANICAL	REPAIR TO RM 709	01 2620 431 2 001 001	\$1,172.50
362	RASMUSSEN MECHANICAL Total			\$4,125.56
363	REALLY GOOD STUFF	JOURNALS	01 1100 640 1 028 000	\$509.70
364	REALLY GOOD STUFF Total			\$509.70
365	RENAISSANCE LEARNING, INC	ACCELERATED READER	01 6969 643 1 028 000	\$1,572.50
366	RENAISSANCE LEARNING, INC Total			\$1,572.50
367	SANCHEZ, ADILENE	PARENT MILEAGE	01 2713 332 1 004 021	\$217.62
368	SANCHEZ, ADILENE Total			\$217.62
369	SANTILLAN, MISCHA	PARENT MILEAGE	01 2713 332 1 004 021	\$61.10
370	SANTILLAN, MISCHA Total			\$61.10
371	SCHILLING, DIANE	STAFF MILEAGE	01 2130 333 1 004 000	\$149.28
372	SCHILLING, DIANE Total			\$149.28
373	SCHOENHERR, BENJAMIN	ACTIVITY WORKER	01 2190 120 2 001 000	\$198.70
374	SCHOENHERR, BENJAMIN Total			\$198.70
375	SCHOOL DATEBOOKS	24-25 PLANNERS	01 1100 610 1 104 010	\$193.75
376	SCHOOL DATEBOOKS Total			\$193.75
377	SCHOOL MATE	PLANNERS	01 1100 610 1 904 012	\$198.00
378	SCHOOL MATE Total			\$198.00
379	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 2 001 000	\$287.19
380	SCHUMACHER, EMILY Total			\$287.19
381	SERVICEMASTER OF NORFOLK	CLEANING SERVICES	01 2610 420 1 001 000	\$1,475.50

382	SERVICEMASTER OF NORFOLK	CLEANING SERVICES	01 2610 420 1 001 000	\$273.00
383	SERVICEMASTER OF NORFOLK	CLEANING SERVICES	01 2610 420 1 001 000	\$1,475.50
384	SERVICEMASTER OF NORFOLK	CLEANING SERVICES	01 2610 420 1 001 000	\$273.00
385	SERVICEMASTER OF NORFOLK	CLEANING SERVICES	01 2610 420 2 001 000	\$1,475.50
386	SERVICEMASTER OF NORFOLK	CLEANING SERVICES	01 2610 420 2 001 000	\$273.00
387	SERVICEMASTER OF NORFOLK	CLEANING SERVICES	01 2610 420 2 001 000	\$1,475.50
388	SERVICEMASTER OF NORFOLK	CLEANING SERVICES	01 2610 420 2 001 000	\$273.00
389	SERVICEMASTER OF NORFOLK	CLEANING SERVICES	01 2610 420 2 001 002	\$756.00
390	SERVICEMASTER OF NORFOLK Total			\$7,750.00
391	SHAFFER, THOMAS W.	ACTIVITY WORKER	01 2190 120 2 001 000	\$121.65
392	SHAFFER, THOMAS W. Total			\$121.65
393	SHERWIN-WILLIAMS	PAINT AND SUPPLIES	01 2620 610 1 001 004	\$282.88
394	SHERWIN-WILLIAMS Total			\$282.88
395	SID #1	WOODLAND PARK WATER/SEWER	01 2610 410 1 001 012	\$132.41
396	SID #1 Total			\$132.41
397	SKOGSTOE, ALINE	STAFF MILEAGE	01 2151 333 1 004 000	\$24.49
398	SKOGSTOE, ALINE	STAFF MILEAGE	01 2151 333 2 004 000	\$24.49
399	SKOGSTOE, ALINE Total			\$48.98
400	SONGCUAN, ALEXANDRA	STAFF MILEAGE	01 2141 333 1 014 000	\$60.50
401	SONGCUAN, ALEXANDRA	STAFF MILEAGE	01 2141 333 2 014 000	\$3.62
402	SONGCUAN, ALEXANDRA Total			\$64.12
403	SULLIVAN, KATLINN	PARENT MILEAGE	01 2712 332 1 004 000	\$228.87
404	SULLIVAN, KATLINN Total			\$228.87
405	SVENSON, TARA	PARENT MILEAGE	01 2713 332 1 004 021	\$165.09
406	SVENSON, TARA Total			\$165.09
407	TEACHER INNOVATIONS, INC	24/25 SUBSCRIPTION PLANBOOK	01 1100 610 1 104 010	\$240.00
408	TEACHER INNOVATIONS, INC Total			\$240.00
409	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT	01 2620 431 1 001 000	\$111.67
410	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT	01 2620 431 1 001 005	\$223.29
411	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT	01 2620 431 1 001 014	\$223.29
412	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT	01 2620 431 2 001 000	\$111.67
413	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT	01 2620 431 2 001 001	\$223.29
414	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT	01 2620 431 2 001 002	\$223.29
415	THYSSENKRUPP ELEVATOR Total			\$1,116.50
416	TIME MANAGEMENT SYSTEMS	SUPPORT SERVICES FOR TIMECLOCK	01 2510 340 1 001 000	\$492.38
417	TIME MANAGEMENT SYSTEMS	SUPPORT SERVICES FOR TIMECLOCK	01 2510 340 2 001 000	\$492.37
418	TIME MANAGEMENT SYSTEMS Total			\$984.75
419	TREASURE BAY INC	FAMILY INVOLVEMENT SUPPLIES	01 6925 610 1 004 000	\$316.27
420	TREASURE BAY INC	FAMILY INVOLVEMENT SUPPLIES	01 6925 610 2 004 000	\$316.27
421	TREASURE BAY INC Total			\$632.54
422	VENTRIS LEARNING LLC	MANUALS	01 1100 640 1 028 000	\$902.79
423	VENTRIS LEARNING LLC	MANUALS	01 1125 610 1 004 005	\$75.46
424	VENTRIS LEARNING LLC Total			\$978.25

425	VERIZON WIRELESS	CELL PHONES	01 2670 382 1 035 000	\$169.20
426	VERIZON WIRELESS	CELL PHONES	01 2670 382 2 035 000	\$169.20
427	VERIZON WIRELESS	CELL PHONES	01 2710 382 1 001 000	\$169.19
428	VERIZON WIRELESS	CELL PHONES	01 2710 382 2 001 000	\$169.18
429	VERIZON WIRELESS	CELL PHONES	01 3541 382 1 004 000	\$160.89
430	VERIZON WIRELESS	CELL PHONES	01 6910 382 1 004 000	\$53.63
431	VERIZON WIRELESS	CELL PHONES	01 6968 382 1 001 014	\$11.13
432	VERIZON WIRELESS	CELL PHONES	01 6968 382 2 001 002	\$11.13
433	VERIZON WIRELESS Total			\$913.55
434	VOYAGER SORIS LEARNING	STUDENT BOOKS	01 1100 640 1 028 000	\$607.20
435	VOYAGER SORIS LEARNING Total			\$607.20
436	WEGHER, ELLE	STAFF MIEAGE	01 2151 333 1 004 000	\$18.96
437	WEGHER, ELLE Total			\$18.96
438	WESTERN ROOFING	ROOF REPAIR	01 2620 431 1 001 004	\$2,744.84
439	WESTERN ROOFING Total			\$2,744.84
440	ZHANG, TAYLOR	STAFF MILEAGE	01 1100 333 1 001 000	\$25.73
441	ZHANG, TAYLOR Total			\$25.73
442	Grand Total			\$302,542.49
443				
444				
445	NUTRITION FUND			
446	GOODWIN TUCKER GROUP	SERVICE CALL WASH TANK	02 3100 340 1 001 012	\$1,361.42
447	GOODWIN TUCKER GROUP Total			\$1,361.42
448	HOLLMAN, ERIC	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$113.70
449	HOLLMAN, ERIC Total			\$113.70
450	MCGUIRE, JAMI	LUNCH ACCT REFUND	02 3100 890 0 001 000	\$32.95
451	MCGUIRE, JAMI Total			\$32.95
452	Grand Total			\$1,508.07
453				
454				
455	COOPERATIVE FUND			
456	ANDRESS, ABBEY	CAMP PLANNING AND PREP	04 1200 340 1 004 000	\$500.00
457	ANDRESS, ABBEY	CAMP PLANNING AND PREP	04 1200 340 2 004 000	\$500.00
458	ANDRESS, ABBEY Total			\$1,000.00
459	HACKER, LAURIE	REGIONAL THEATER ACTIVITY	04 1200 340 1 004 000	\$360.00
460	HACKER, LAURIE Total			\$360.00
461	HELLEBERG, CAROL	SIGN LANGUAGE MENTORING	04 1200 340 1 004 000	\$340.00
462	HELLEBERG, CAROL	SIGN LANGUAGE MENTORING	04 1200 340 2 004 000	\$340.00
463	HELLEBERG, CAROL Total			\$680.00
464	HOYER, VICTORIA	MAY PARENT SIGN CLASSES	04 1200 340 1 004 000	\$85.00
465	HOYER, VICTORIA	MAY PARENT SIGN CLASSES	04 1200 340 2 004 000	\$85.00
466	HOYER, VICTORIA	MAY PARENT SIGN CLASSES-MILAGE	04 1200 580 1 004 000	\$36.18
467	HOYER, VICTORIA	MAY PARENT SIGN CLASSES-MILAGE	04 1200 580 2 004 000	\$36.18

468	HOYER, VICTORIA Total			\$242.36
469	Grand Total			\$2,282.36
470				
471				
472	SUBSIDIARY FUND			
473	ALBRACHT, FELICIA	BOOK RETURNED	05 2900 610 0 051 000	\$2.50
474	ALBRACHT, FELICIA Total			\$2.50
475	GOPHER	CLASS SUPPLIES	05 2900 610 0 073 000	\$340.03
476	GOPHER Total			\$340.03
477	KOERTING, KERRY	BOOK RETURNED	05 2900 610 0 051 000	\$9.05
478	KOERTING, KERRY Total			\$9.05
479	MADISON NATIONAL LIFE	BASIC LIFE FOR RETIREES JUNE24	05 2900 610 0 090 000	\$434.24
480	MADISON NATIONAL LIFE Total			\$434.24
481	MIELKE, KAITLYN	BOOK RETURNED	05 2900 610 0 051 000	\$4.99
482	MIELKE, KAITLYN Total			\$4.99
483	NORFOLK SENIOR HIGH SCHOOL	28 DESK ORGANIZERS	05 2900 610 0 076 000	\$300.00
484	NORFOLK SENIOR HIGH SCHOOL Total			\$300.00
485	NPS GENERAL FUND	K.BASSETT AFTERSHOCK PAYROLL	05 2900 610 0 038 000	\$802.21
486	NPS GENERAL FUND	WELLNESS STIPENDS	05 2900 610 0 060 000	\$205.65
487	NPS GENERAL FUND Total			\$1,007.86
488	OPTIMA INC	WHITE BOARDS-STEAM GRANT	05 2900 610 0 062 000	\$3,427.36
489	OPTIMA INC Total			\$3,427.36
490	TEECO INC	COMMERCIAL WATER	05 2900 610 0 050 000	\$26.75
491	TEECO INC	LEASE RO W/PUMP COOLER	05 2900 610 0 050 000	\$49.00
492	TEECO INC Total			\$75.75
493	Grand Total			\$5,601.78
494				
495				
496	SPECIAL BUILDING FUND			
497	HUFF CONSTRUCTION INC.	MIDDLE SCHOOL	08 2620 340 1 001 014	\$133,606.67
498	HUFF CONSTRUCTION INC. Total			\$133,606.67
499	Grand Total			\$133,606.67
500				
501				
502	SENIOR HIGH ACTIVITY FUND			
503	BSN SPORTS	TACKLE WHEELS	13 2900 610 2 529 001	\$1,584.75
504	BSN SPORTS	VB POLES	13 2900 610 2 529 001	\$6,500.00
505	BSN SPORTS	SCOREBOOKS & LINE UP CARD	13 2900 610 2 543 001	\$48.91
506	BSN SPORTS	VB POLES BALANCE	13 2900 610 2 545 001	\$327.14
507	BSN SPORTS	BACKPACKS	13 2900 610 2 556 001	\$160.00
508	BSN SPORTS Total			\$8,620.80
509	CARD SERVICES	PIZZA HUT-TEAM MEAL	13 2900 610 2 516 001	\$244.49
510	CARD SERVICES Total			\$244.49

511	COUNTRY INN & SUITES	STATE LODGING	13 2900 610 2 544 001	\$1,148.00
512	COUNTRY INN & SUITES Total			\$1,148.00
513	CUSTOM SPORTS	SUMMER CAMP SHIRTS	13 2900 610 2 512 001	\$624.00
514	CUSTOM SPORTS	JACKET REPAIRS	13 2900 610 2 514 001	\$60.00
515	CUSTOM SPORTS	CAMP SHIRTS	13 2900 610 2 517 001	\$1,050.00
516	CUSTOM SPORTS	BACKPACK EMBROIDERY	13 2900 610 2 556 001	\$60.00
517	CUSTOM SPORTS Total			\$1,794.00
518	FREDERICKSEN, NOAH	2/3 SPEECH JUDGE	13 2900 610 2 522 001	\$75.00
519	FREDERICKSEN, NOAH Total			\$75.00
520	FROHBERG, DYLAN	POST PROM SCHOLARSHIP	13 2900 610 2 591 001	\$500.00
521	FROHBERG, DYLAN Total			\$500.00
522	HEARTLAND ATHLETIC	HAC GAME TELEVISE FEE	13 2900 610 2 533 001	\$37.50
523	HEARTLAND ATHLETIC Total			\$37.50
524	KING'S LANES	END OF YEAR MTG	13 2900 610 2 624 001	\$100.00
525	KING'S LANES Total			\$100.00
526	LINCOLN PIUS X HIGH SCHOOL	8V8 SUMMER LEAGUE	13 2900 610 2 514 001	\$500.00
527	LINCOLN PIUS X HIGH SCHOOL Total			\$500.00
528	LINCOLN PUBLIC SCHOOLS	LSW B. DISTRICT GOLF OVERAGE	13 2900 610 2 532 001	\$20.00
529	LINCOLN PUBLIC SCHOOLS Total			\$20.00
530	LMEP-SCIP	SCIP INTERVENTION & PREVENTION	13 2900 610 2 286 001	\$360.00
531	LMEP-SCIP Total			\$360.00
532	LUTHERAN HIGH NORTHEAST	HUDL AT MEMORIAL FIELD	13 2900 610 2 597 001	\$500.00
533	LUTHERAN HIGH NORTHEAST Total			\$500.00
534	MILLARD SOUTH HIGH SCHOOL	TEAM CAMP REGISTRATION	13 2900 610 2 558 001	\$650.00
535	MILLARD SOUTH HIGH SCHOOL Total			\$650.00
536	NEBRASKA COACHES	NCA MEMBERSHIPS/CLINIC	13 2900 610 2 597 001	\$1,155.00
537	NEBRASKA COACHES Total			\$1,155.00
538	NORFOLK FAMILY YMCA	INDOOR RENTAL	13 2900 610 2 530 001	\$790.00
539	NORFOLK FAMILY YMCA	INDOOR RENTAL	13 2900 610 2 533 001	\$360.00
540	NORFOLK FAMILY YMCA	INDOOR RENTAL	13 2900 610 2 540 001	\$180.00
541	NORFOLK FAMILY YMCA Total			\$1,330.00
542	NPS GENERAL FUND	BUS & DRIVER EXPENSES	13 2900 610 2 266 001	\$2,319.75
543	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 523 001	\$325.44
544	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 530 001	\$1,786.55
545	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 533 001	\$982.70
546	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 540 001	\$1,256.57
547	NPS GENERAL FUND	WINTER LEAGUE WORKERS	13 2900 610 2 561 001	\$9,446.19
548	NPS GENERAL FUND	THANK YOU POSTAGE	13 2900 610 2 588 001	\$124.55
549	NPS GENERAL FUND	CHEER CO SPONSOR	13 2900 610 2 597 001	\$162.20
550	NPS GENERAL FUND Total			\$16,403.95
551	NSAA	MEMBERSHIP RENEWAL	13 2900 610 2 597 001	\$2,290.00
552	NSAA Total			\$2,290.00
553	REGENCY PORTRAITS	WALL OF FAME-ZAZUETA	13 2900 610 2 529 001	\$56.00

554	REGENCY PORTRAITS Total			\$56.00
555	RUSHMORE TRAMWAY	AERIAL ADVENTURE PARK	13 2900 610 2 231 001	\$270.00
556	RUSHMORE TRAMWAY Total			\$270.00
557	RYDIN DECAL	24/25 PARKING TAGS	13 2900 610 2 506 001	\$747.00
558	RYDIN DECAL Total			\$747.00
559	SPORTS ATTACK, LLC	REPLACEMENT PART	13 2900 610 2 512 001	\$315.00
560	SPORTS ATTACK, LLC Total			\$315.00
561	STADIUM SPORTS	VAULT CAMP SHIRTS	13 2900 610 2 551 001	\$210.00
562	STADIUM SPORTS Total			\$210.00
563	TEECO INC	WATER COOLER	13 2900 610 2 500 001	\$76.75
564	TEECO INC	WATER COOLER	13 2900 610 2 500 001	\$39.25
565	TEECO INC	REPLACEMENT WATER COOLER	13 2900 610 2 503 001	\$101.75
566	TEECO INC Total			\$217.75
567	UNIVERSAL DANCE	SUMMER CAMP	13 2900 610 2 556 001	\$6,064.00
568	UNIVERSAL DANCE Total			\$6,064.00
569	UNIVERSITY OF NEBRASKA	UNL CAMPUS VISIT MEAL	13 2900 610 2 266 001	\$260.00
570	UNIVERSITY OF NEBRASKA Total			\$260.00
571	WILLIAM V. MACGILL	MED AIDE SUPPLIES	13 2900 610 2 269 001	\$2,782.94
572	WILLIAM V. MACGILL Total			\$2,782.94
573	Grand Total			\$46,651.43
574				
575				
576	JUNIOR HIGH ACTIVITY FUND			
577	MARATHON PRESS INC	YEARBOOKS	14 2900 610 2 865 002	\$2,619.60
578	MARATHON PRESS INC Total			\$2,619.60
579	Grand Total			\$2,619.60

Community RelationsPublic Access to School Records - Examination, Making Memoranda, and Copying

1. The School District, through the Superintendent, shall provide interested persons access to the records of the School District as required by law. Such access shall include the opportunity to examine, ~~make memoranda and copy~~ School District records, when permitted by law. The School District shall not make records of individual students, ~~or~~ personnel, or other confidential material available, except as allowed by law or compelled by court order.

2. Records may be examined at the School District offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday ~~when the Superintendent is present~~, except legal holidays or other days the District is closed.

3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, and photocopies. The School District will not be required to produce or generate any record in a new or different form or format modified from that of the original School District record. Copies of records may be made as follows:

(a) Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the School District offices or at a location mutually agreed to by the requester and the School District.

(b) Copies may be obtained from the School District if the School District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent shall ~~determine~~ establish a reasonable fee ~~schedule~~ for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. ~~Actual costs of making copies available include: Paper and other hard copy materials, copier device costs (equipment lease, depreciation and maintenance), electricity and the cost of personnel.~~ If the copies requested are estimated by the School District to be more than fifty dollars (\$50.00), the School District may require the requester to furnish a deposit prior to fulfilling such request.

4. For residents of Nebraska and news media desiring to submit a public records request to the School District, a requester must submit a written request to the School District. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:

(a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;

(b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district;. ~~See, Regulation Form 1050A, "Denial of Access To School District Records";~~ or

(c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. If the response to the request is expected to require more than eight cumulative hours of staff time spent searching, identifying, physically redacting, or copying, the District may require the requester to furnish a deposit, as permitted under the Public Records Request Laws.~~See, Regulation Form 1050B, "Explanation of Delay in Fulfilling Request for School District Records";~~

5. For nonresidents of Nebraska, a requester must submit a written request to the School District. The School District may then require the requester to submit a deposit, as permitted under the Public Records Request Laws.

Legal Reference: Neb. Rev. Stat. Sec. § 84-712 et seq.

Date of Adoption: October 14, 2013
Date of Reaffirmation: October 8, 2018
Date of Revision: October 10, 2022

Administrative Rule - A

Community Relations

Denial of Access to School District Records Form

Name of Requester: _____.

Date of School Record Request: _____.

Name of Administrator Denying Record Request: _____.

Description of Records Requested (Actual written request for record may be attached): _____

_____.

Please be advised that the school district has determined that there is a legal basis for a denial of access or copies to all or a portion of the school records requested, and hereby provides the following information regarding such denial:

A. Description of the contents of the records withheld: _____

_____.

B. Statement of the specific reasons for the denial (Correlate specific portions of the records to specific reasons; include citation of statute expressly providing that particular information or records shall not be made public): _____

_____.

NOTICE: Pursuant to Neb. Rev. Stat. § 84-712.03, you may have a right of judicial or administrative review of the denial of access to school district records set forth above, including a right to petition for a writ of mandamus, or petition the Attorney General to review the record to determine if it may be withheld from public inspection.

Administrative Rule - B

Community Relations

Explanation of Delay in Fulfilling Request for School District Records

Your entire request for school district records cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of such request due to (check all applicable boxes):

G Significant difficulty in compiling or copying such records;

G Extensiveness of the request.

A. Additional Explanation: _____

_____.

B. Projected Date of Fulfilling Request: _____.

C. Projected Cost of Copies: \$_____.

Modification or Prioritization of Request: You may modify or prioritize the items in your request to expedite the availability of the school records requested; please set forth your modification or prioritized items in the space provided below and return to the office of the business office:

_____.

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$49,999. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit. Purchases up to \$250 may be authorized by the building principal or program director, via purchase order. Purchases from \$250 up to \$49,999 may be authorized by the superintendent or his/her designee.
2. Purchases from \$50,000 up to \$99,999. The Superintendent or designee shall request the submission of at least 2 proposals from different vendors for purchases which have a sale price within the established limit. The Superintendent or designee shall receive and evaluate all proposals in making a purchasing decision. Because this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$100,000 and above. A formal bidding process shall be utilized for all purchases of \$100,000 or above. This process shall be in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, based upon the recommendation of the Finance and Facilities Committee, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the administration shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
6. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
7. Administrative Rules shall be established for purchasing and bidding.

8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall report these determinations to the Board of Education at least annually and the Board of Education shall approve or disapprove of the Superintendent's determinations during a public meeting. The Superintendent shall submit the approved names to the Board.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card to the Superintendent.

Legal Reference: Neb. Rev. Stat. Sec. 13-610
 Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption:	November 11, 2013
Date of Reaffirmation:	October 12, 2015
Date of Revision:	August 8, 2016
Date of Revision:	September 11, 2017
Date of Revision:	August 12, 2019
Date of Revision:	November 11, 2019

Business OperationsContracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Norfolk Public Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

For any company that submits a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that: (1) the company is not a scrutinized company (as defined by law); (2) the company will not subcontract with any scrutinized company for any aspect of performance of the contemplated contract; and (3) any products or services to be provided do not originate with a scrutinized company. The District will not knowingly enter into any contract with any scrutinized company.

Legal Reference: Neb. Rev. Stat. Sec. 4-114
LB 1300 (2024)

Date of Adoption: November 11, 2013
Date of Affirmation: October 12, 2015
Date of Reaffirmation: November 11, 2019

Business Operations

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. ~~Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund.~~ When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized

by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided ~~in writing~~ made available to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. Sec. 1751);
U.S.D.A. Memorandum SP 57-2016.
LB 1329 (2024)

Date of Adoption: June 12, 2017
Date of Reaffirmation: December 9, 2019

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of education. Features of the staff development program are:

1. Staff development resources and time shall align with the district mission, vision, and core values of the District.
2. The staff development program shall concentrate on research-based programs and practices for effective schools and enhanced instructional effectiveness including, but not limited to, topics such as the district's instructional model, school improvement processes (data analysis and goal setting), curriculum, assessment and grading procedures, PLC collaboration, professional practices, and leadership development.
3. When practical, teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

Legal Reference: LB 1329 (2024)

Date of Adoption: January 13, 2014
Date of Revision: April 13, 2020
Date of Reaffirmation: May 13, 2024

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 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 or, if the student attends a different district as an option student, the option 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 District for applications to option into the Norfolk Public School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student 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 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 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 or 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 exhausted their option enrollments in other school districts, as determined by state law.~~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 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 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 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 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 or option student currently attending 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 District ~~and the School District, subject to subsequent ratification by the School 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 or, if the student is an option student attending a different district, that option 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~~

G. 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 solely by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only 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.

H. 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
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StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The ~~Principals and teachers are required to~~ District will maintain an accurate record of student attendance.

A. Attendance and Absences

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

(1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent ~~must~~ may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness; (including physical or mental illness), court, death of a family member, or suspension.

(2) Other absences as determined by the principal or the principal's designee.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

(1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes; ~~but is not limited to, illness, and medical appointments.~~ or other events that do not meet the criteria for a School Excused absence.

(2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work. Extensions may be made for extenuating circumstances, at the discretion of the teacher and principal.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Norfolk Public Schools or resides in the Norfolk Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be

exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any ~~administrator, teacher, or District staff member of the or board of education member~~ who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the ~~superintendent~~Superintendent or ~~such person(s) who the superintendent designates~~Superintendent's designee to be the attendance officer ~~(hereafter, "attendance officer")~~. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend ~~some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."~~school.

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, ~~the following procedures shall be implemented:~~school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

~~Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and~~

When a student continues thereafter to have absences of at least twenty days which are ~~not school excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reason for the absences, or other circumstances~~ Not School Excused, one or more meetings will be held between the school ~~(a school attendance officer, a school administrator or his or her designee, and/or a social worker)~~, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall ~~consider, but not be limited to:~~ include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child

- (b) Educational counseling;
~~Educational evaluation;~~
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

⊕ If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to referring making the child referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. ~~A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.~~

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

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Date of Reaffirmation;	June 14, 2021
Date of Reaffirmation:	September 13, 2021
Date of Reaffirmation:	May 9, 2022
Date of Revision:	June 12, 2023

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 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 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.
- i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

- 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
[LB 43 \(2024\)](#)

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Date of Revision: August 14, 2023

StudentsPromotion and Retention

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

~~Students in grades 9-12 will be classified according to their cohort graduation year.~~

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Additional guidelines related to retention and promotion will be outlined in Administrative Rule.

Legal Reference: Neb. Rev. Stat. ' 79-526

Date of Adoption: April 14, 2014
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Date of Reaffirmation: November 8, 2021

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. Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Legal Reference: Neb. Rev. Stat. § 79-729
 Neb. Rev. Stat. Sec. 79-3003
 NDE Rule 10

Date of Adoption: April 14, 2014
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InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

The District will only permit the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map for display or use in the classroom.

Legal Reference: LB 1329 (2024)

Date of Adoption: August 10, 2020
Date of Reaffirmation: November 11, 2020

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
Date of Revision: August 14, 2023

Internal Board Policies - Board Members

Membership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may determine appropriate.

The Board will list on the school's website the organizations and memberships that the Board belongs to and the annual membership dues (if any) for such organizations and memberships, as well as the fees paid by the Board to any individual lobbyist or lobbying firm (if any).

Legal Reference: Neb. Rev. Stat. § 79-512

Date of Adoption: August 11, 2014
Date of Revision: April 10, 2017
Date of Reaffirmation: January 28, 2021

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by publishing such a notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's website. **If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the newspaper's website, if available, and (2) posting such notice in conspicuous public places within the District. The Board Secretary shall keep a written record of such postings.**

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: August 11, 2014
Date of Revision: April 10, 2017
Date of Revision: December 14, 2020
Date of Revision: February 25, 2021

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	Sections 79-570; 79-571; Sec. 84-1411 (3) and (6); Sec. 84-1412 (1) and (3)
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B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	Sec. 84-1412 (7)
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C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	Sec. 84-1412 (1)
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D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	Sec. 84-1412 (8)
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E. Speak

Members of the public will be permitted to speak at Board meetings **during the Public Comments section of the meeting**. ~~at which a public forum is on the Agenda.~~ Members of the public may also speak when invited to make a presentation or when recognized by the **President chair**. ~~The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.~~

At our First Meeting of the Month, individual speakers will typically have up to 5 minutes to address the Board, and the Board shall hear up to 60 cumulative minutes of public comment. For all meetings other the First Meeting of the Month, individual speakers will typically have up to 3 minutes to address the Board, and the Board shall hear up to 30 cumulative minutes of public comment. The Board President/Chair may modify these time limits when appropriate. The President/Chair may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

~~The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.~~

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:

Sec. 84-1412 (1) (2) and (3)

Legal Reference: **Neb. Rev. Stat. 84-1412**

Date of Adoption: August 11, 2014
 Date of Revision: April 10, 2017
 Date of Reaffirmation: January 28, 2021
 Date of Revision: July 11, 2022

Students

Preschool Enrollment

The District's preschool program shall be operated in accordance with this policy.

Eligibility

The Superintendent or designee will develop and maintain eligibility guidelines for children to enroll in the District's preschool program.

If the Superintendent or designee determines that the preschool program is at capacity, then children will be admitted to the program in the following order of priority:

1. Resident three and four year old students with disabilities currently receiving IEP services
2. Resident students who are or will turn four prior to or on July 31st.
3. Resident students who are or will turn three prior to or on July 31st.
4. Resident Kindergarten age-eligible* children who have had little or no preschool experience and/or other extreme extenuating circumstances.

* Little Panthers Preschool can serve children birth to mandatory Kindergarten Attendance Age (the year he/she turns 6-prior to January 1), but prioritizes children who have not yet met Kindergarten Entrance Age (the year he/she turns 5 before August 1st).

* Little Panthers Preschool does not serve non-resident (option enrollment) students.

The Superintendent or designee shall have the authority to implement and interpret capacity and enrollment decisions to ensure the best interests of the District and its preschool program, and there shall be no appeal process to the Board of Education related to the Superintendent or designee's decision.

Enrollment Process

Enrollment for the preschool program will be conducted on an annual basis. Parents or legal guardians must complete and submit a preschool enrollment application form by the specified deadline. Applications will be reviewed, and enrollment decisions will be based on available space, eligibility criteria, and other factors deemed appropriate by District staff. Parents will be notified of their child's enrollment status within a reasonable timeframe after the application deadline.

Waitlist

In the event that the number of applicants exceeds the preschool program's capacity, a waitlist may be established. Priority on the waitlist may be given to eligible children based on the priorities listed in this policy. Parents will be notified if their child is placed on the waitlist and will receive updates regarding their status if openings become available.

Compliance

All aspects of this policy shall be implemented in accordance with applicable state and federal laws, regulations, and guidelines related to preschool education and enrollment.

Date of Adoption: [Insert Date]

Students

Tribal Regalia

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

Legal Reference: LB 43 (2024)

Date of Adoption: [Insert Date]

InstructionTextbook Loans

~~The District will comply with the state law and Rule 4 of the Nebraska Department of Education pertaining to the distribution of textbooks to students of the District who are attending private schools. The financial liability of the District shall be limited to the amount of dollars appropriated by the state for the specific law.~~

~~If funds appropriated to this District are not sufficient to meet the request for textbooks under this policy, priority will be given to the textbooks requested that have the most recent copyright date. If the funding requires additional restrictions, priority will be given to the requests that were filed at the earliest date in the Superintendent's office. If still further restrictions are necessary, a drawing shall be conducted from the names of all students filing on the same date and requesting the same texts. The drawing shall continue until all state funds provided to the District for this purpose have been spent.~~

Legal Reference: Neb. Rev. Stat. § 79-734
 NDE Rule 4

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