

Board of Education Regular Meeting  
Monday, July 8, 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. Special Presentations and Appointment
  - 4.1. Planning for the Future
  - 4.2. Discuss, consider and take action to approve guiding principles for the elementary boundary revision process
  - 4.3. Discuss, consider and take action to appoint District Treasurer
5. Public Comments & Communication
6. Information and Discussion Items
  - 6.1. Finance & Facilities Report
  - 6.2. Teaching & Learning Report
  - 6.3. American Civics Report
  - 6.4. Multicultural Education Report
  - 6.5. Student Programs Report
  - 6.6. Student Services Report
  - 6.7. Human Resources & Accreditation Report
  - 6.8. Superintendent's Report
7. Committee Reports
  - 7.1. Facilities & Finance Committee Report
  - 7.2. Policy Committee Report
  - 7.3. Activities Committee Report
  - 7.4. Norfolk Public Schools Foundation Committee Report
8. Approve Consent Agenda
  - 8.1. Minutes of Previous Meetings
  - 8.2. Claims
9. Action Items
  - 9.1. Discuss, consider and take action to approve the 2024-2025 Little Panthers Preschool Student Handbook
  - 9.2. Discuss, consider and take action to approve the 2024-2025 Elementary School Student Handbook
  - 9.3. Discuss, consider and take action to approve the 2024-2025 Middle School Student Handbook
  - 9.4. Discuss, consider and take action to approve the 2024-2025 Junior High School Student Handbook
  - 9.5. Discuss, consider and take action to approve the 2024-2025 Senior High School Student Handbook

- 9.6. Discuss, consider and take action to approve the revision of the 2024-2025 Little Panthers Preschool calendar
- 9.7. Discuss, consider and take action to approve the trade in of District trailers
- 9.8. Discuss, consider and take action to approve resolution approving certain staff trainings
- 9.9. Discuss, consider and take action to approve the second and final 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), and 8342 (Designated Method of Giving Notice of Meetings)
- 9.10. Discuss, consider and take action to approve the second reading of Board policy 8346 (Public Participation at Board Meetings)
- 9.11. Discuss, consider and take action to approve the second and final reading of Board policy 5013 (Preschool Enrollment)
- 9.12. Discuss, consider and take action to approve the second and final reading of Board Policy 5103 (Tribal Regalia)
- 9.13. Discuss, consider and take action to rescind Board Policy 6310 (Textbook Loans)
10. Future Meetings
11. Adjournment



# Planning for the Future

Norfolk Public Schools  
Boundary Analysis: Board Meeting #1  
July 8, 2024

## RSP Quick Facts:

Founded in 2003  
Professional educational planning firm  
Expertise in multiple disciplines (GIS, Planning, Facilitation)  
Over 20 years of planning experience  
Over 80 years of education experience  
Over 20 years of GIS experience  
Projection accuracy of 97% or greater

## RSP Clients:

RSP was started with the desire and commitment to assist school districts in long-range planning.  
RSP has served over **130** clients in:

Arkansas	Minnesota	South Dakota
Colorado	Missouri	Tennessee
Iowa	Nebraska	Wisconsin
Illinois	North Dakota	
Kansas	Oklahoma	

## RSP Planning Team:

### Robert Schwarz, CEO

Military, County, City, and School District Planner  
University of Kansas, Master of Urban Planning (MUP)  
American Institute of Certified Planners (AICP)  
Accredited Learning Environment Planner (ALEP)

### Ginna Wallace, Planner

City, Demographic, and School District Planner  
University of Kansas, Master of Urban Planning (MUP)  
American Institute of Certified Planners (AICP)

## RSP Recent Projects:

### Columbus Public Schools

*Enrollment Analysis, 2022/23*

### Elkhorn Public Schools

**Enrollment Analysis, 2023/24**

### Omaha Public Schools

*Enrollment Analysis, 2020/21*

### South Sioux City Community Schools

*Enrollment Analysis, 2022/23*

## Our Partners:



# Boundary Process & Meeting Agenda

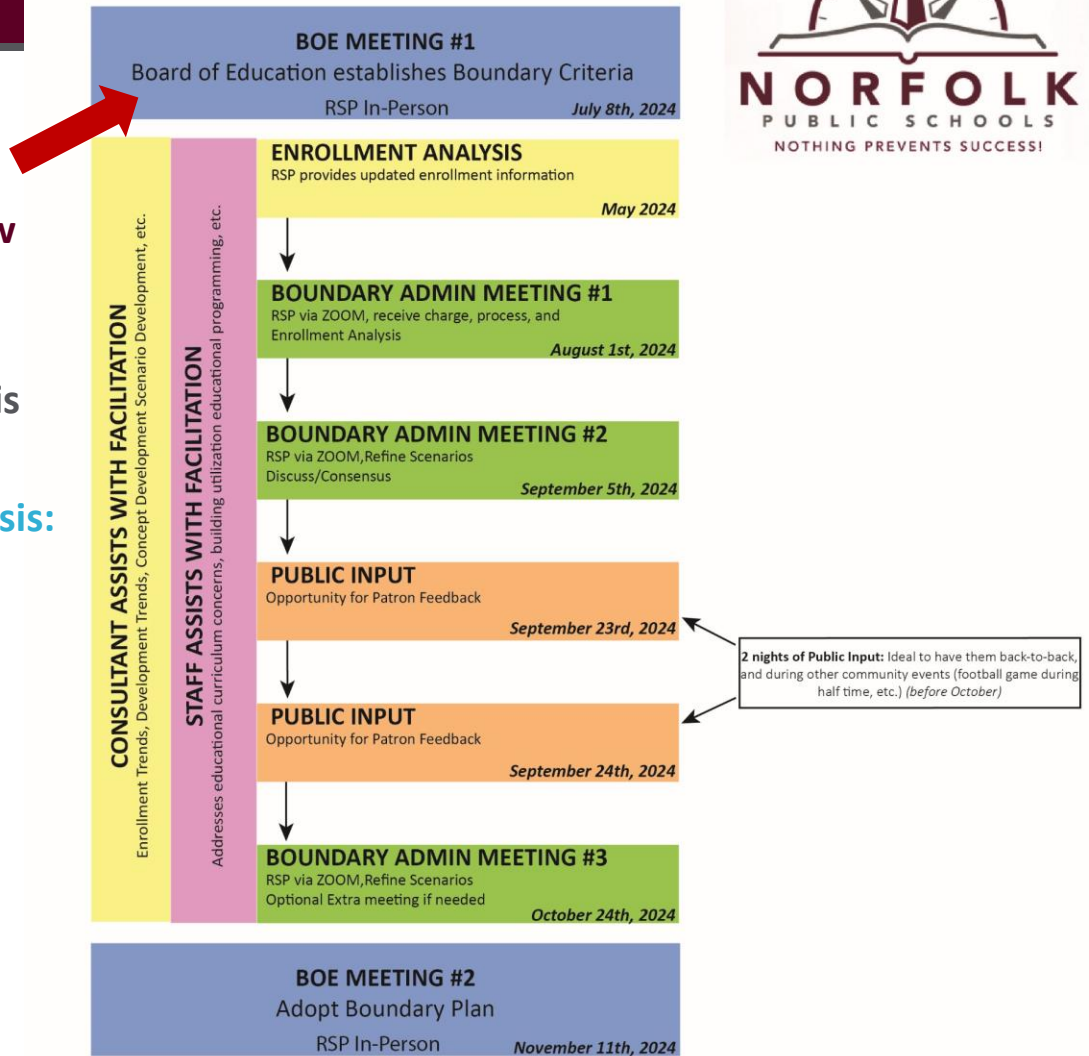
## Tonight's Goals:

1. Provide the Board with an overview of Enrollment Analysis findings
2. Provide the Board with an understanding of Boundary Analysis
3. Opportunities for Board to provide the foundation for Boundary Analysis:
  - Establish Guiding Principles
  - Prioritize Boundary Criteria

## Process Fast Facts:

- 3 Boundary Admin Meetings
- 2 Opportunities for Public Input
- 2 Board Meetings
- Potential Board Adoption: **Nov. 2024**

## 2024/25 COMPREHENSIVE BOUNDARY PROCESS



**KEY:**

- Board of Education Action
- Consultant Assistance
- Public Input Opportunity
- Administration Work
- Staff Assistance

# Enrollment Analysis Overview

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- Current Enrollment Main Takeaways
- Student Density Maps
- Community and Housing Outlook
- RSP Projected Enrollment Results

# Elementary Attendance Boundary Map

**Norfolk Public Schools**  
**Elementary School Attendance Areas**

**Legend**

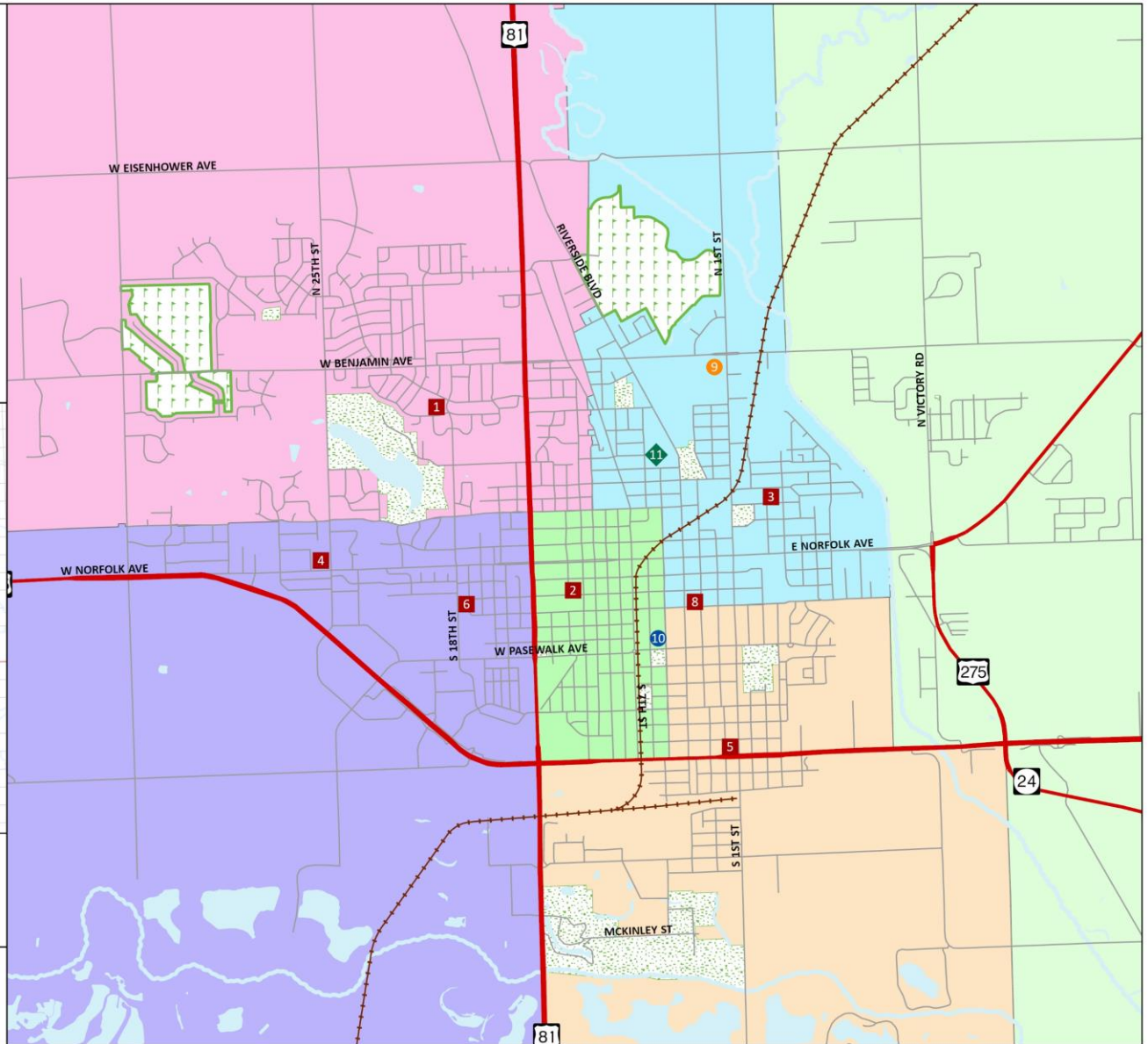
- District Boundary
- Parks
- Golf Courses
- Elementary Schools
- Middle School
- Junior High School
- High School
- Bel Air Elementary
- Grant Elementary
- Jefferson Elementary
- Washington Elementary
- Westside Elementary
- Woodland Park Elementary

**School List:**

1. Bel Air Elementary	6. Westside Elementary
2. Grant Elementary	7. Woodland Park Elementary
3. Jefferson Elementary	8. Lincoln Montessori
4. Little Panthers Preschool	9. Norfolk Middle School
5. Washington Elementary	10. Norfolk Junior High School
	11. Norfolk High School

0 0.5 1 Miles

Map data provided by Norfolk School District, Madison County, Pierce County, City of Norfolk and Nebraska GIS. Map created by RSP & Associates in May 2024.



# Past Enrollment by Grade

Enrollment By Grade														K-12		
Year	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total	Change	% Change
2009/10	323	311	301	291	289	267	299	305	291	301	289	303	305	3,875		
2010/11	332	311	301	292	291	282	271	287	307	302	309	283	331	3,899	24	0.6%
2011/12	330	315	310	301	296	292	285	257	288	327	293	300	311	3,905	6	0.2%
2012/13	318	324	315	306	304	304	289	284	269	307	322	305	328	3,975	70	1.8%
2013/14	324	328	315	309	299	305	295	286	289	279	323	329	344	4,025	50	1.3%
2014/15	332	315	323	311	301	296	313	304	297	303	289	322	360	4,066	41	1.0%
2015/16	303	339	324	322	313	314	301	325	304	301	310	291	337	4,084	18	0.4%
2016/17	334	299	341	318	323	324	312	309	335	326	310	321	303	4,155	71	1.7%
2017/18	289	345	303	335	323	330	318	311	304	348	318	317	341	4,182	27	0.6%
2018/19	333	298	350	308	337	335	330	324	317	329	354	322	319	4,256	74	1.8%
2019/20	341	337	294	328	314	343	316	327	346	342	340	356	326	4,310	54	1.3%
2020/21	326	320	311	282	319	314	332	312	316	336	325	325	362	4,180	-130	-3.0%
2021/22	322	333	322	322	275	334	319	334	311	333	343	326	333	4,207	27	0.6%
2022/23	325	324	335	326	331	277	323	311	330	319	338	333	358	4,230	23	0.5%
2023/24	320	325	327	330	322	314	291	326	317	350	327	322	361	4,232	2	0.0%

Source: Norfolk Public Schools (2009/10 to 2023/24)

### Observations:

- Largest K-12 class in 2023/24: **12<sup>th</sup> grade with 361 students**
- Smallest K-12 class in 2023/24: **6<sup>th</sup> grade with 291 students**
- The graduating senior class is larger than the incoming Kindergarten class which will **decrease total enrollment**
- The largest historical increase was from 2017/18 to 2018/19 with an increase of 74 students
- The largest total enrollment since 2009/10 occurred in 2019/20 with 4,310 students enrolled
- 2023/24 has the largest grades since 2009/10 in: **9<sup>th</sup> grade**

# Cohort Student Change



## Enrollment Grade Change

From	To	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	K-12	
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Change	% Change
2009/10	2010/11	-12	-10	-9	0	-7	4	-12	2	11	8	-6	28	24	0.6%
2010/11	2011/12	-17	-1	0	4	1	3	-14	1	20	-9	-9	28	6	0.1%
2011/12	2012/13	-6	0	-4	3	8	-3	-1	12	19	-5	12	28	70	1.7%
2012/13	2013/14	10	-9	-6	-7	1	-9	-3	5	10	16	7	39	50	1.2%
2013/14	2014/15	-9	-5	-4	-8	-3	8	9	11	14	10	-1	31	41	1.0%
2014/15	2015/16	7	9	-1	2	13	5	12	0	4	7	2	15	18	0.4%
2015/16	2016/17	-4	2	-6	1	11	-2	8	10	22	9	11	12	71	1.7%
2016/17	2017/18	11	4	-6	5	7	-6	-1	-5	13	-8	7	20	27	0.6%
2017/18	2018/19	9	5	5	2	12	0	6	6	25	6	4	2	74	1.7%
2018/19	2019/20	4	-4	-22	6	6	-19	-3	22	25	11	2	4	54	1.2%
2019/20	2020/21	-21	-26	-12	-9	0	-11	-4	-11	-10	-17	-15	6	-130	-2.8%
2020/21	2021/22	7	2	11	-7	15	5	2	-1	17	7	1	8	27	0.6%
2021/22	2022/23	2	2	4	9	2	-11	-8	-4	8	5	-10	32	23	0.5%
2022/23	2023/24	0	3	-5	-4	-17	14	3	6	20	8	-16	28	2	0.0%
3-Year Average		3.0	2.3	3.3	-0.7	0.0	2.7	-1.0	0.3	15.0	6.7	-8.3	22.7	17.3	0.4%
3-Year Weighted Average		1.8	2.5	0.7	-0.2	-5.3	4.2	-0.8	1.5	15.5	6.8	-11.2	26.0	13.2	0.3%

Source: Norfolk Public Schools (2009/10 to 2023/24)

### Observations:

- Largest 3-year average K-12 class cohort increase: **11<sup>th</sup> to 12<sup>th</sup> grade (+22.7)**
- Largest 3-year average K-12 class cohort decrease: **10<sup>th</sup> to 11<sup>th</sup> grade (-8.3)**
- Overall percent change from previous year: **0.05% (increase of 2 students)**
- Instructional Modality will have to be monitored to determine if the students who are not attending the district still reside in the district and if or how many return to receive services in the future years

# Intra-District Transfer Table

Reside	Attend							NET
	Bel Air	Grant	Jefferson	Washington	Westside	Woodland Park	Total	
Bel Air	0	16	16	16	21	4	73	-25
Grant	3	0	13	19	17	4	56	31
Jefferson	10	20	0	14	9	4	57	32
Washington	10	23	16	0	15	5	69	8
Westside	15	15	14	10	0	1	55	14
Woodland Park	10	13	30	18	7	0	78	-60
<b>Grand Total</b>	<b>48</b>	<b>87</b>	<b>89</b>	<b>77</b>	<b>69</b>	<b>18</b>	<b>388</b>	

Source: Norfolk Public Schools and RSP

## Observations:

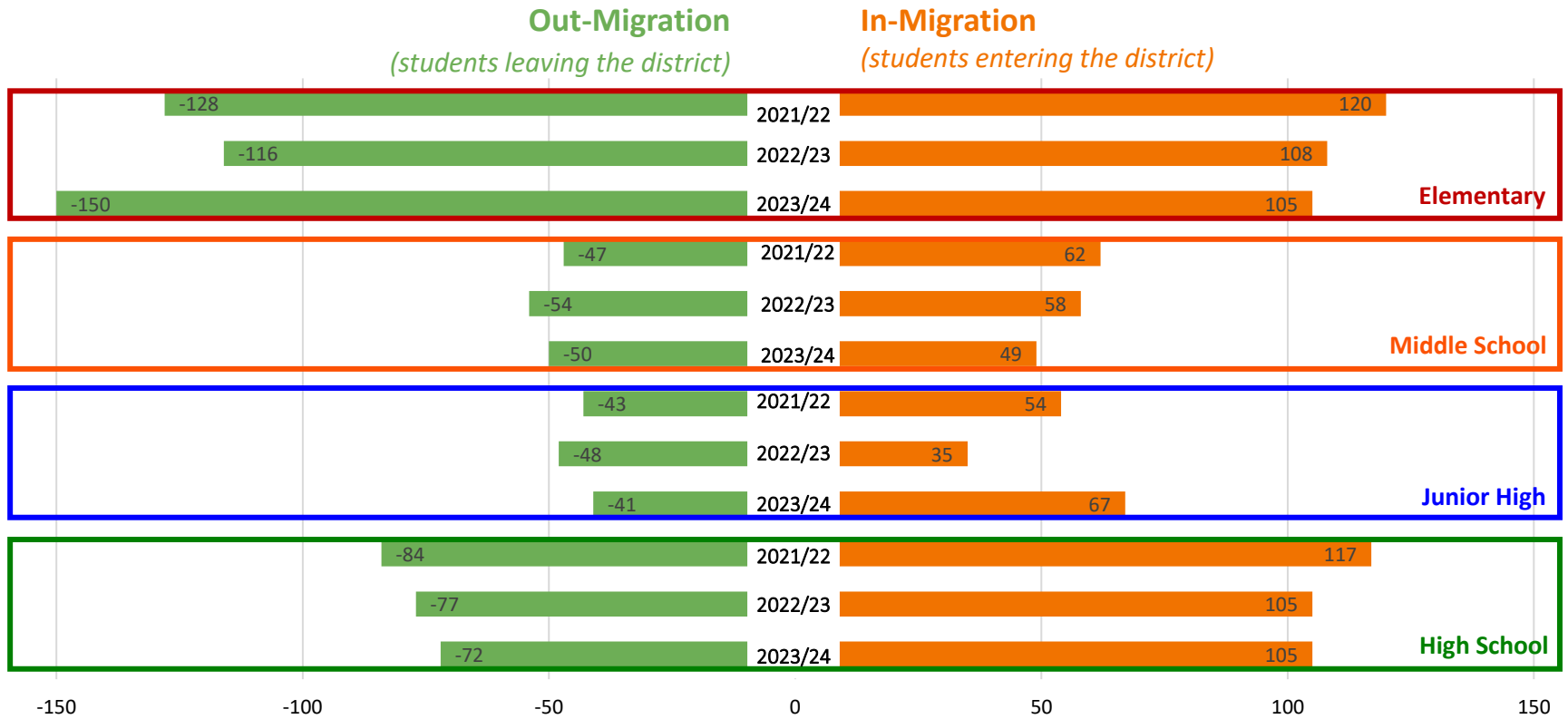
- Illustrates school choice that could be impacted by location of educational programming
- Reviewed on an annual basis and approved based on capacity availability
- Jefferson Elementary had the most students transferring in (+89) and the greatest net gain of students (+32)
- Woodland Park Elementary had the most students transferring out (-78) and the greatest net loss of students (-60)

**NOTE:** The schools in the left column are associated with the current attendance area.

Reading to the right indicates a school choice change from where they are assigned based on the Reside attendance area. For example: Bel Air has 73 students attending a different elementary school and 48 students from another elementary school choosing to attend Bel Ari. This results in a 25 less students attending Bel Air than what reside in that attendance area.

# + 3-Year Student Migration Trend

Updated 6/17/24



Source: Norfolk Public Schools and RSP

## Definition

**Out-Migration:** Shows number of students in grade K to 11<sup>th</sup> that were attending the District in the previous year, but are not attending the District in the current year.

**In-Migration:** Shows number of students in grade 1<sup>st</sup> to 12<sup>th</sup> that are attending the District in the current year, but were not attending the District in the previous year.

## Observations

- 2021/22 lost 302 students and gained 353 students; **NET: +51**
- 2022/23 lost 295 students and gained 306 students; **NET: +11**
- 2023/24 lost 313 students and gained 326 students; **NET: +13**

**Main Takeaway:** The district has experienced a positive net gain of transfer students for the past three years. There tends to be more new students entering the district than past students exiting the district.

# Student Count Change Map (PK-12)

**Norfolk Public Schools**  
**Student Count Change from 2019/20 to 2023/24 in Grades PK-12**

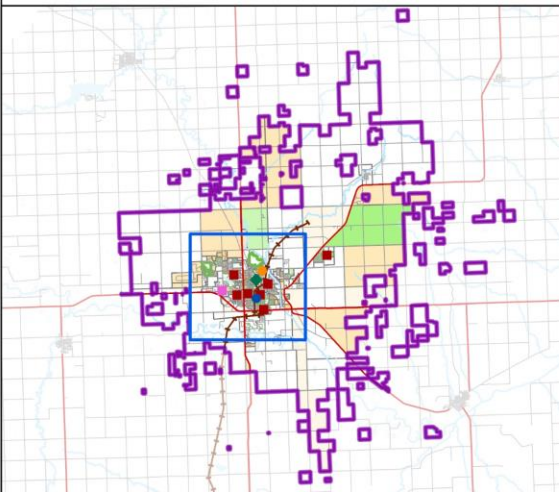
**Legend**

- District Boundary
- Parks
- Golf Courses

**Schools**

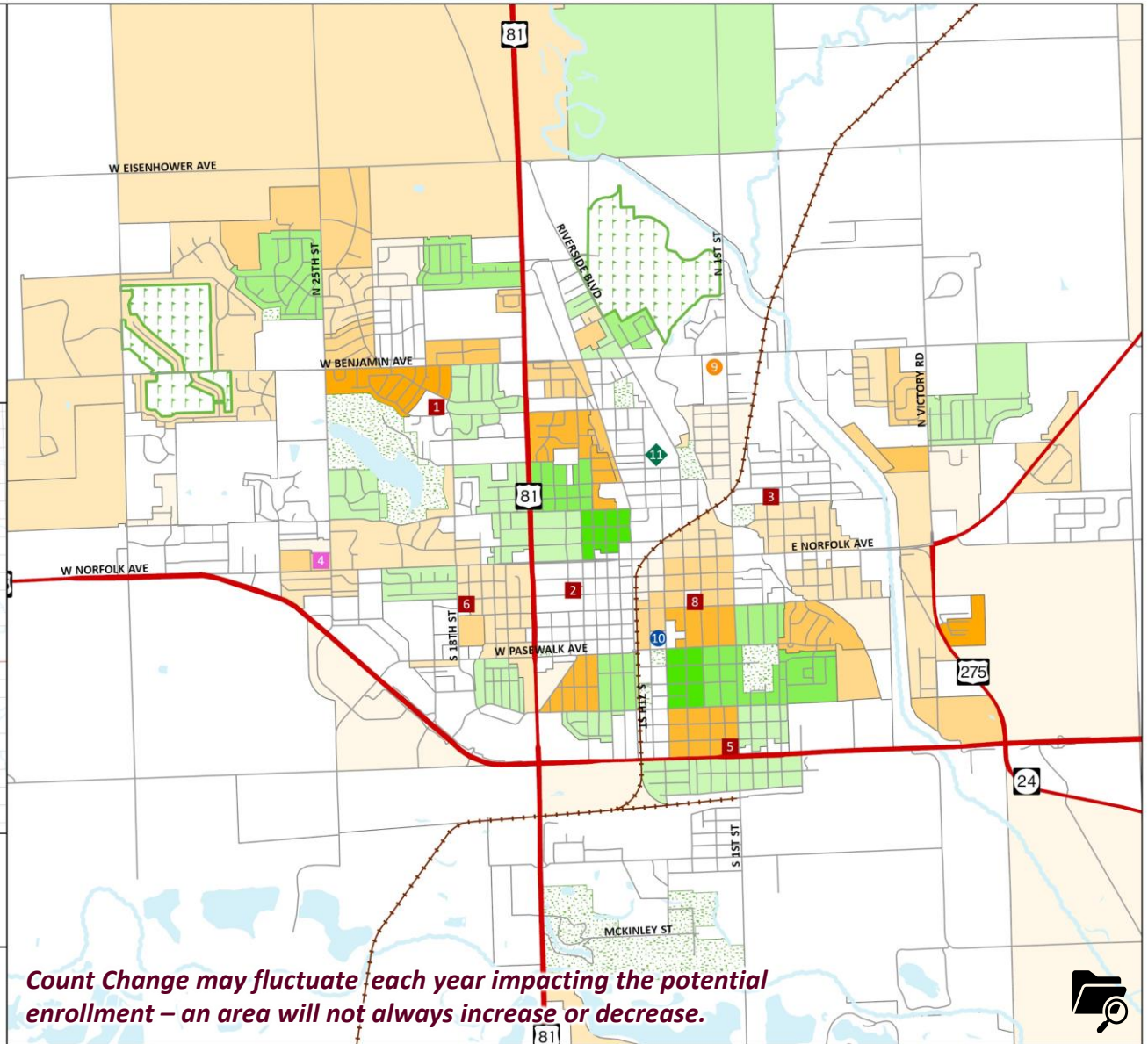
- Preschool
- Elementary Schools
- Middle School
- Junior High School
- High School

Count Change is the number of students in 2023/24 subtracted by the number in 2019/20 in each Planning Area.



- School List:**
- |                              |                                |
|------------------------------|--------------------------------|
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|                              | 11. Norfolk High School        |

Map data provided by Norfolk School District, Madison County, Pierce County, City of Norfolk and Nebraska GIS. Map created by RSP & Associates in May 2024.



**Count Change may fluctuate each year impacting the potential enrollment – an area will not always increase or decrease.**

# Student Density Heat Map (PK-12)

**Norfolk Public Schools**

**Student "Heat" Density in 2023/24 in Grades PK-12**

**Legend**

- District Boundary
- Parks
- Golf Courses

**Schools**

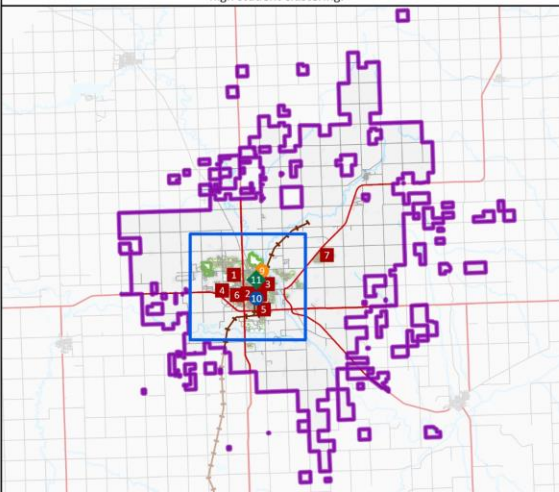
- Elementary Schools
- Middle School
- Junior High School
- High School

**Student Density**

Low Density

High Density

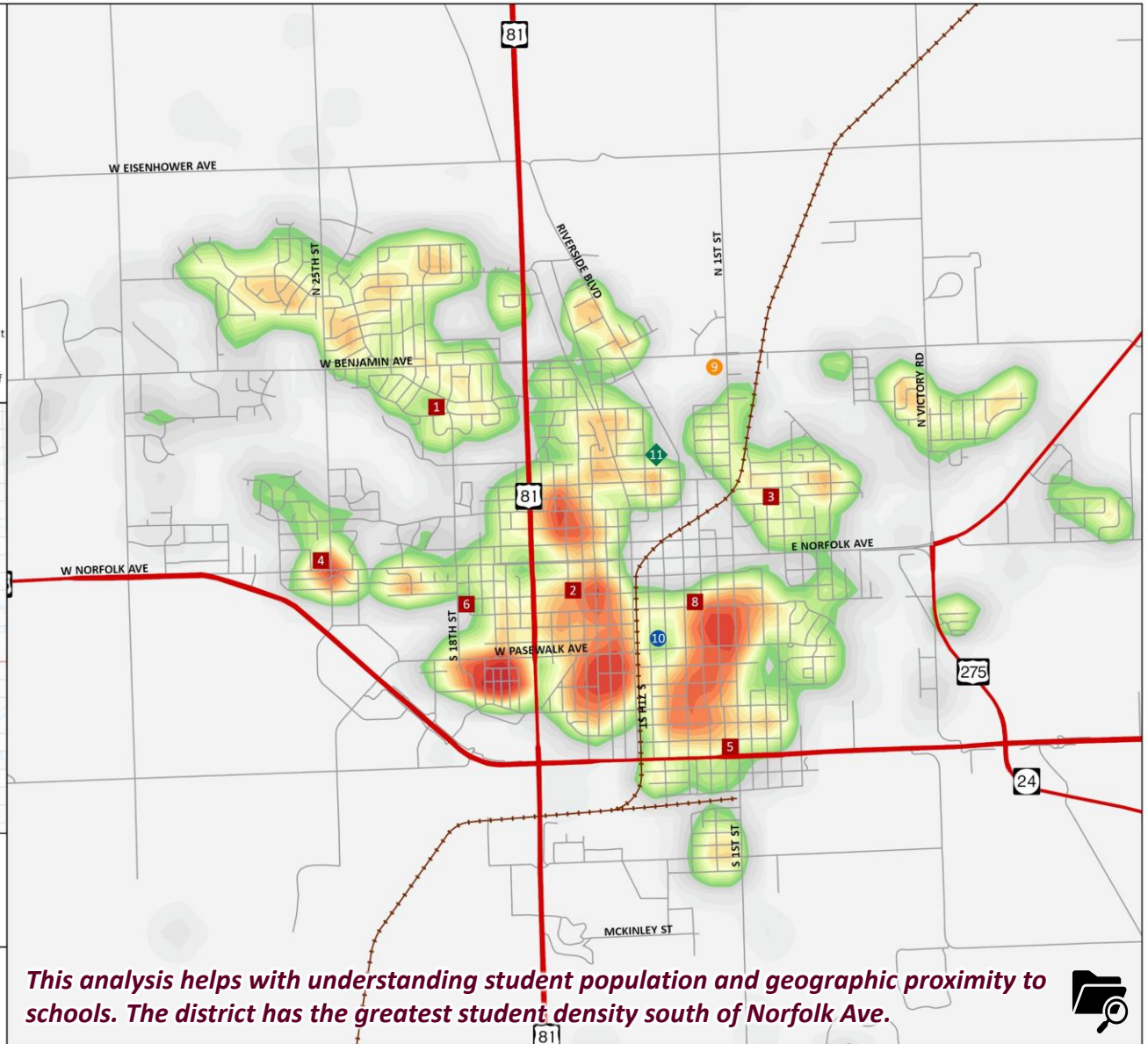
Student "Heat" is determined by calculating the number of students that are clustered within close proximity of one another. Overlapping of points (2 or more students residing at the same address) are handled using a weighting of coincident points. This weighted data is calculated by relational distance, which helps to visually depict the areas of high student clustering.



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- |                              |                                |
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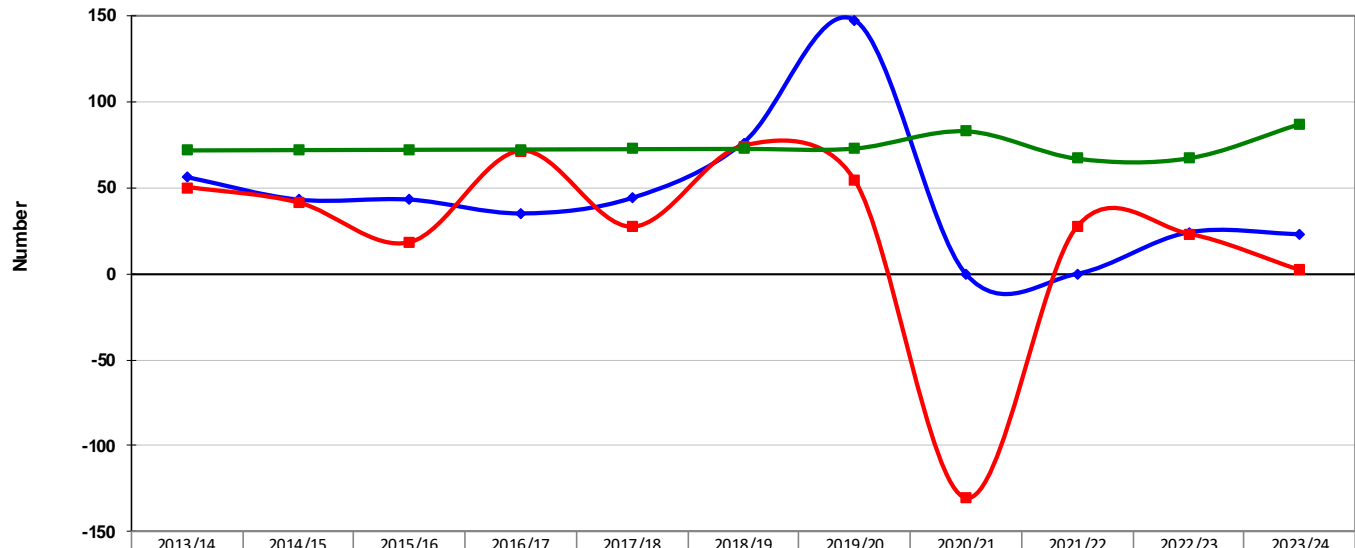
RSP



*This analysis helps with understanding student population and geographic proximity to schools. The district has the greatest student density south of Norfolk Ave.*



# Population, Development, & Enrollment



	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<b>— Certificate Occupancy</b>	56	43	43	35	44	76	147	0	0	24	23
<b>— Enrollment Change</b>	50	41	18	71	27	74	54	-130	27	23	2
<b>— Population Change</b>	72	72	72	72	72	73	73	83	67	67	87

Source: Census Bureau, Madison, Pierce, Stanton, Wanye Counties, and Norfolk Public Schools

Benchmark data to determine if there is a correlation between:

- Population change
- Building activity
- School enrollment

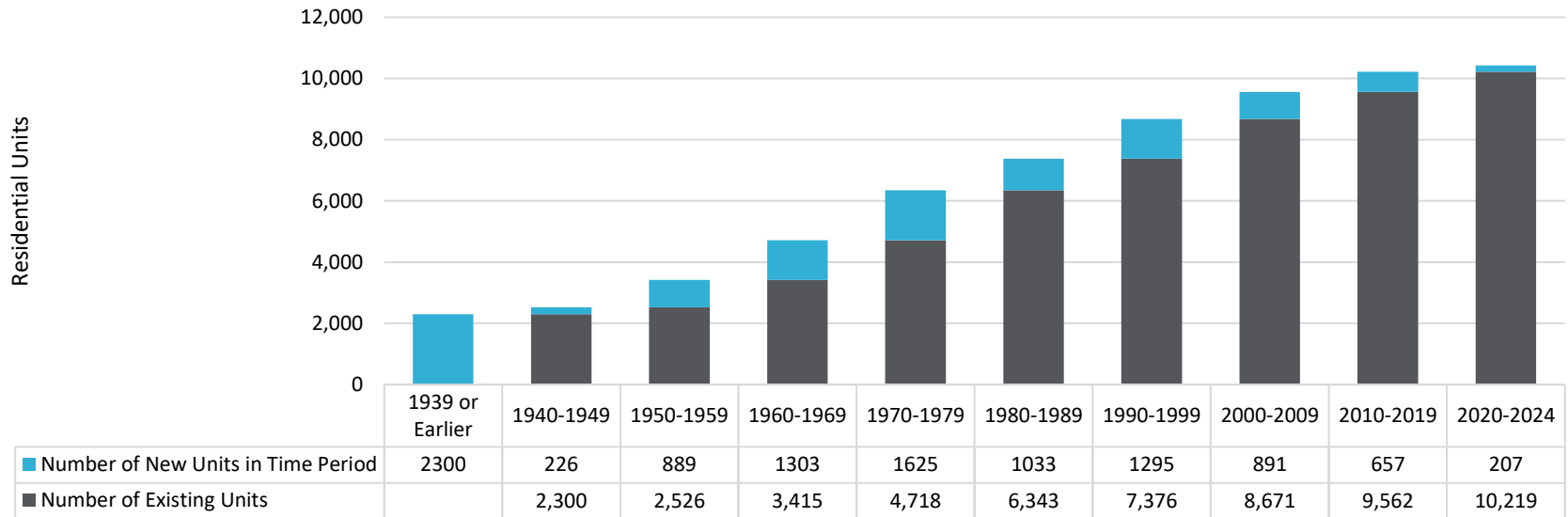
## Graphic Explanation

- **BLUE LINE:** Building activity has averaged about 45+ units a year
- **GREEN LINE:** Census data indicates a stable, slightly increasing population
  - Population shows the estimated growth of the whole decade
  - New decennial census often affects year-to-year change
- **RED LINE:** Student enrollment has been generally increasing year to year
  - 2020/21 saw a decrease in students, likely due to COVID-19 pandemic



# Development Activity Over Time

## New V.S. Existing Units by Decade Built




Source: Madison, Stanton, Pierce, and Wayne Counties and ESRI

### Observations:

- Table has been created to illustrate the number of units by year built
- The average number of units built per year from 2010 to 2019 (53.7 per year) is lower than from 2000 to 2009 (89.1 per year)
- The decade with the most units built was 1970 to 1979 with over 1,600 units added to district inventory
- The average year for all units built was 1951 while the median year built was 1953
- The district has added 207 units to the housing inventory this decade (2020 to 2024)

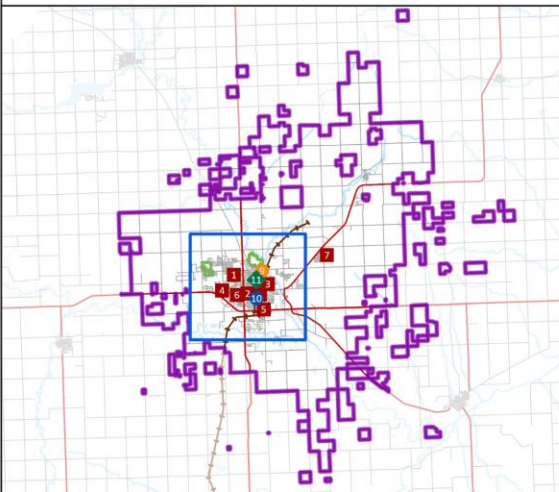
# Recent Year Built Map



**Norfolk Public Schools**  
**Residential Year Built**

**Legend**

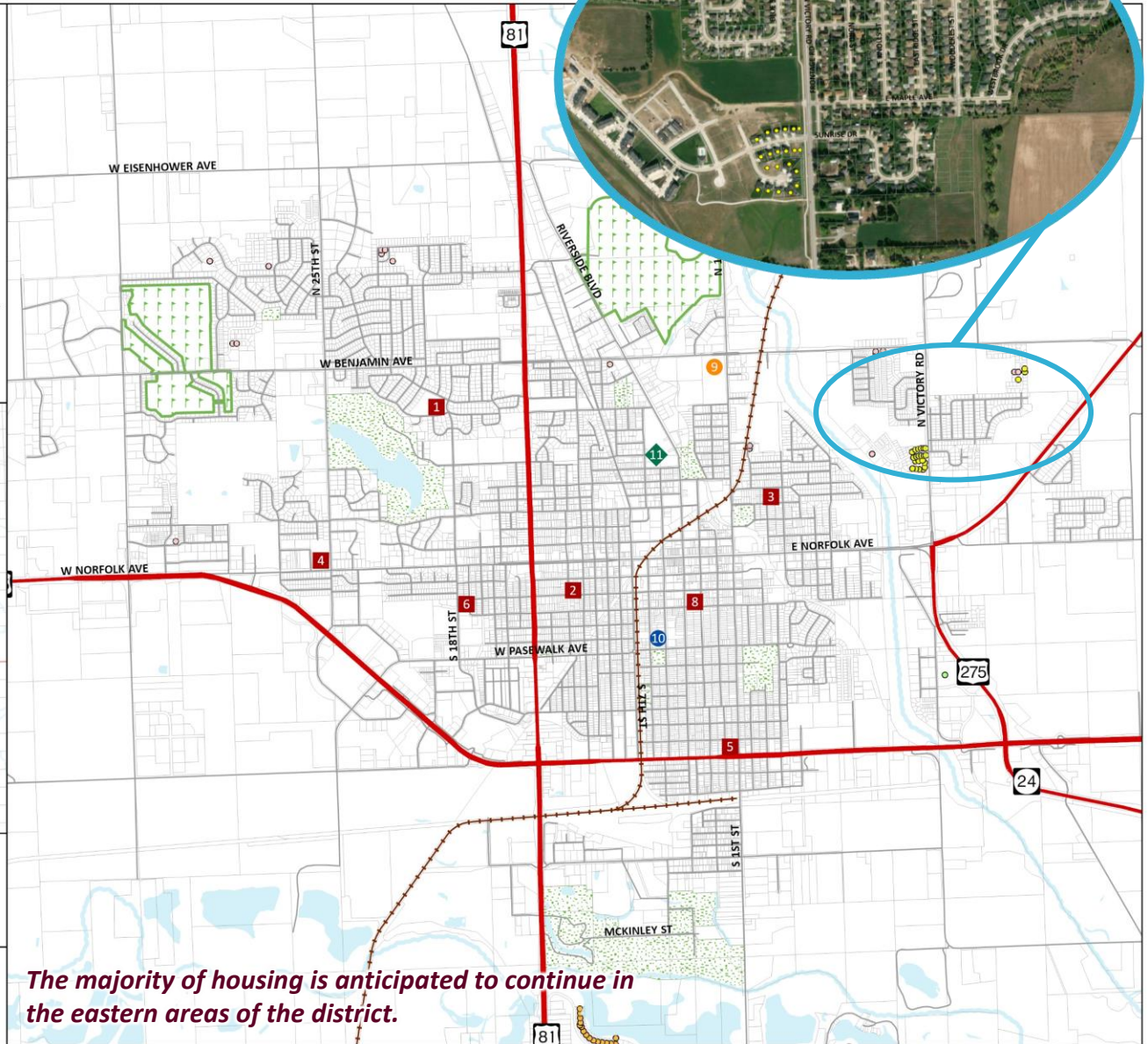
District Boundary	<b>Year Built</b>
Parks	2019 : 139 Units
Golf Courses	2020: 36 Units
<b>Schools</b>	2021: 188 Units
Elementary Schools	2022: 18 Units
Middle School	2023: 23 Units
Junior High School	Year built data is provided by Butler County Assessor's Office.
High School	



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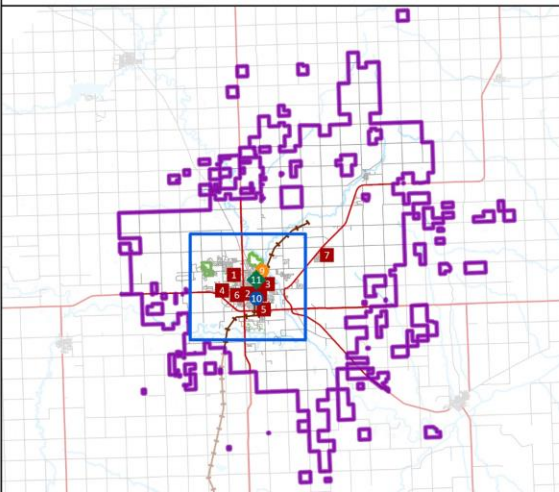


*The majority of housing is anticipated to continue in the eastern areas of the district.*

# Growth Area Map

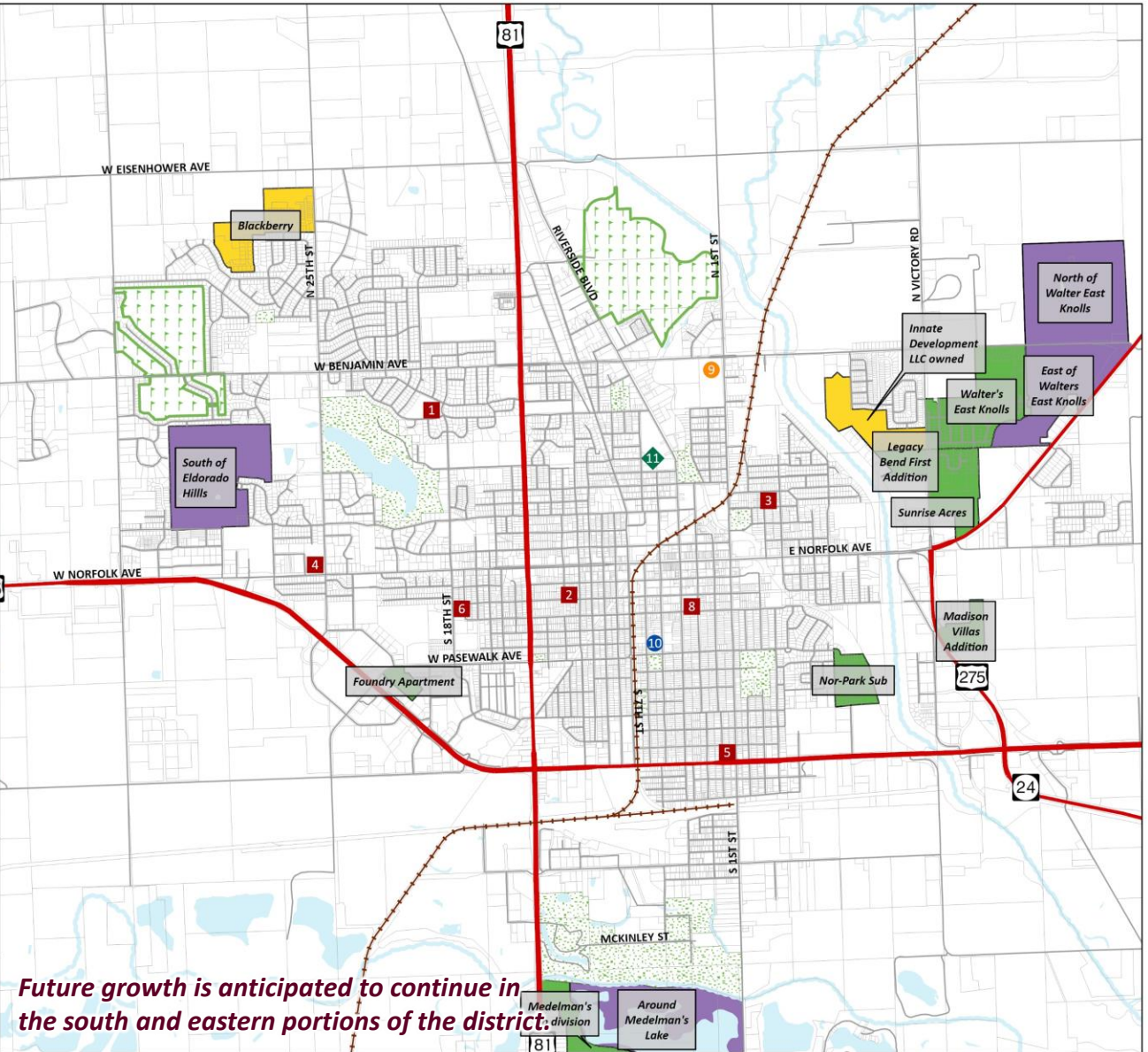
## Norfolk Public Schools Growth Areas

- Legend**
- District Boundary
  - Parks
  - Golf Courses
  - Current Growth Areas
  - 5 Year Growth Areas
  - 10 Year Growth Areas
- Schools**
- Elementary Schools
  - Middle School
  - Junior High School
  - High School



- School List:**
- |                              |                                |
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*Future growth is anticipated to continue in the south and eastern portions of the district.*

# Development Table

RSP Plan Area Name: Identified Growth Areas	Current Development Type	Timing of Growth	Existing Units	Potential Units
Nor-Park Sub	Mixed-Use	Current	66	110
Medelman's Sub division	Single-Family	Current	23	17
Legacy Bend	Mixed-Use	Current	49	12
Sunrise Acres	Single-Family	Current	37	18
Walter's East Knolls	Single-Family	Current	197	70
Foundry Apartments	Multi-Family	Current	0	175
Madison Villas Addition	Townhomes	Current	17	40
Innate Development LLC owned	Agriculture	5 Year	0	375
Blackberry	Single-Family	5 Year	233	135
South of Eldorado Hills	Agriculture	10 Year	0	200
Around Medelman's Lake	Rural	10 Year	2	140
East of Walters East Knolls	Agriculture	10 Year	0	200
North of Walters East Knolls	Agriculture	10 Year	0	400
South of Woodland Park, 2	Agriculture	10 Year	1	175
South of Woodland Park	Agriculture	10 Year	0	200
Current Growth Area Potential:			<b>389</b>	<b>442</b>
5-Year Growth Area Potential:			<b>233</b>	<b>510</b>
10-Year Growth Area Potential:			<b>3</b>	<b>1,315</b>
<b>Total Growth Area Potential:</b>			<b>625</b>	<b>2,267</b>

Source: City of Norfolk, Madison and Pierce counties, and RSP

## Observations

- Table has been created to illustrate the type and amount of potential development
- The speed in which any developments are built are influenced by who owns the property, access to infrastructure, and economic indicators
- RSP utilizes a building permit allocation model to accurately reflect unit production
- Not all developments will be completed in their associated time frames (some may happen quicker or slower than noted)
- Growth Areas are created from existing land use, future land use, capital improvement plan, zoning, and city staff input
- **Green:** identifies where current development activity is happening
- **Yellow:** identifies where potential development may happen in 5 years
- **Purple:** identifies where potential development may happen 10 years

**Main Takeaway:** There are over 2,200 potential units identified for development over the next decade in the district. 5 and 10-year potential units are contingent on many factors: developer interest, city approval, flood plain challenges, economy and market, etc.

# Economic Development Outlook

## Northeast Nebraska Growing Together Plan

- The plan is a 6-part strategy to pair entrepreneurs and investment capital to spur development in Norfolk
  - Downtown Development
  - Founder in Residence
  - Cooperative Scholarships
  - Workforce Retraining
  - Emerging Arts
  - Early Childhood Education
- The plan has potential for additional housing units and shopping/eating retail opportunities in the future

## Redevelopment Projects:

- There are multiple redevelopment projects in the city that can foster job growth in the future
- Sunset Plaza Mall is expected to open new commercial retail opportunities increasing foot traffic to the side

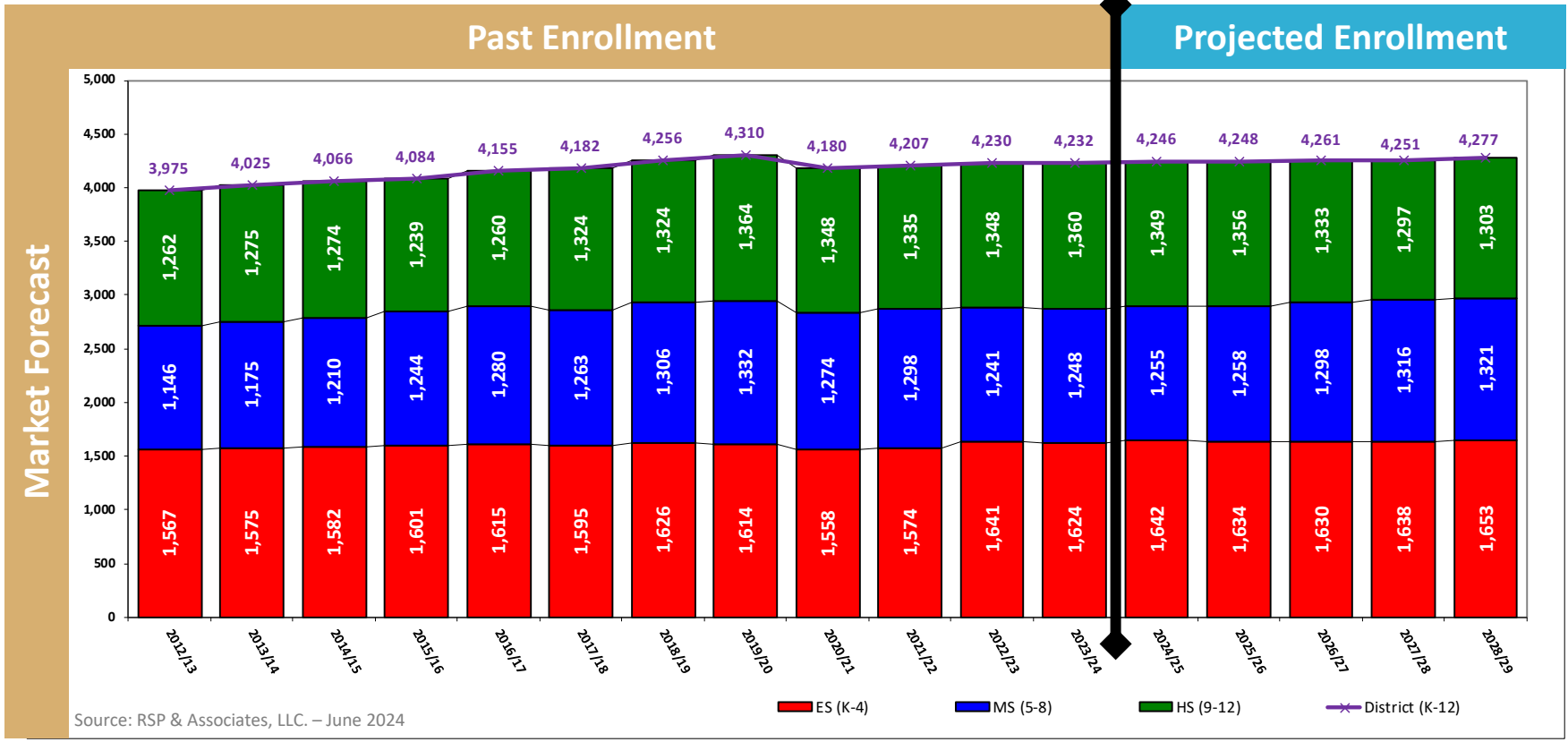
Northeast Nebraska  
**Growing Together**  
*An Aksarben workforce initiative.*

**norfolk**area  
economic development council  
**NEBRASKA**

  
City of **Norfolk**  
N E B R A S K A



# Past, Current, & Future Enrollment



- Observations:** District enrollment is forecasted to **increase** over the next five years to 4,277 students **(+45 students, +1.1%)**
- Elementary School (K-4) enrollment is forecasted to **increase** to 1,653 students **(+29 students, +1.8%)**
  - Middle / Junior High School (5-8) enrollment is forecasted to **increase** to 1,321 students **(+73 students, +5.8%)**
  - High School (9-12) enrollment is forecasted to **decrease** to 1,303 students **(-57 students, -4.2%)**



# Projections by Elementary Buildings

## Norfolk Public School Projections By School (Based on Student Reside)

Market Forecast

School	Max Capacity	Preferred Capacity	Enrollment Type (Past)	Past School Enrollment				Projections Based on Residence				
				2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Bel Air Elementary School K to 4th	435	366	Reside/Attend	313	297	297	276	342	332	334	340	337
			Reside	370	363	356	349					
			Attend	350	339	337	324					
Grant Elementary School K to 4th	290	244	Reside/Attend	151	141	142	123	177	170	172	167	178
			Reside	198	187	204	179					
			Attend	216	215	228	210					
Jefferson Elementary School K to 4th	290	244	Reside/Attend	157	146	154	160	230	226	232	228	233
			Reside	205	194	215	217					
			Attend	227	221	234	249					
Lincoln Montessori Elementary School K to 4th	250	244	Reside/Attend	156	184	193	216	205	199	193	197	201
			Reside	156	184	193	216					
			Attend	156	184	193	216					
Washington Elementary School K to 4th	290	244	Reside/Attend	153	160	164	156	239	242	239	239	236
			Reside	215	221	237	225					
			Attend	220	220	231	233					
Westside Elementary School K to 4th	290	244	Reside/Attend	133	136	132	124	193	207	196	196	187
			Reside	173	183	179	179					
			Attend	198	210	210	193					
Woodland Park Elementary School K to 4th	290	244	Reside/Attend	176	171	191	181	256	258	264	271	281
			Reside	241	242	257	259					
			Attend	191	185	208	199					
ELEMENTARY SCHOOL TOTAL K to 4th	2,135	1,830	Reside/Attend	1,239	1,235	1,273	1,236	1,642	1,634	1,630	1,638	1,653
			Reside	1,558	1,574	1,641	1,624					
			Attend	1,558	1,574	1,641	1,624					

Source: RSP & Associates, LLC - June 2024

- Note 1: Student Projections are based on the residence of the student.
- Note 2: The Enrollment Model is based on a Head count of students by Planning Area at each facility
- Note 3: Transfers between Facilities are shown with Attend Projections
- Note 4: The Enrollment Model assumes ES(K-4) MS(5-8) and HS (9-12)
- Note 5: Each planning area is assigned the 2023/24 boundary
- Note 6: School capacities provided by the District
- Note 7: Reside is based on the student home address
- Note 8: Attend is based on which facility the student attends
- Note 9: Res/Att (Reside/Attend) are the students who reside in the attendance area that they have chosen to attend

### School Utilization Legend

- Under 70% School Preferred Capacity
- Over 100% School Preferred Capacity
- Over 100% School Max Capacity

**Forecasted over-utilization at:**

- Jefferson Elementary (attend)
- Woodland Park Elementary (reside)

**Main Takeaway:** Boundary Analysis will evaluate current attendance boundaries and improve the balance between schools to have appropriate utilization at facilities.

# Projections by Secondary Buildings

## Norfolk Public School Projections By School (Based on Student Reside)

Market Forecast	School	Enrollment Type (Past)	Past School Enrollment				Projections Based on Residence				
			2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Norfolk Middle School 5th to 6th	Reside/Attend	646	653	600	605						
	Reside	646	653	600	605	640	657	660	659	660	
	Attend	646	653	600	605	640	657	660	659	660	
Norfolk Jr High School 7th to 8th	Reside/Attend	628	645	641	643						
	Reside	628	645	641	643	615	601	638	657	661	
	Attend	628	645	641	643	615	601	638	657	661	
Norfolk Senior High School 9th to 12th	Reside/Attend	1,348	1,335	1,348	1,360						
	Reside	1,348	1,335	1,348	1,360	1,349	1,356	1,333	1,297	1,303	
	Attend	1,348	1,335	1,348	1,360	1,349	1,356	1,333	1,297	1,303	
ELEMENTARY SCHOOL TOTAL K to 4th	Reside/Attend	1,239	1,235	1,273	1,236						
	Reside	1,558	1,574	1,641	1,624	1,642	1,634	1,630	1,638	1,653	
	Attend	1,558	1,574	1,641	1,624	1,642	1,634	1,630	1,638	1,653	
MIDDLE SCHOOL TOTAL 5th to 8th	Reside/Attend	1,274	1,298	1,241	1,248						
	Reside	1,274	1,298	1,241	1,248	1,255	1,258	1,298	1,316	1,321	
	Attend	1,274	1,298	1,241	1,248	1,255	1,258	1,298	1,316	1,321	
HIGH SCHOOL TOTAL 9th to 12th	Reside/Attend	1,348	1,335	1,348	1,360						
	Reside	1,348	1,335	1,348	1,360	1,349	1,356	1,333	1,297	1,303	
	Attend	1,348	1,335	1,348	1,360	1,349	1,356	1,333	1,297	1,303	
DISTRICT TOTALS K to 12th	Reside/Attend	3,861	3,868	3,862	3,844						
	Reside	4,180	4,207	4,230	4,232	4,246	4,248	4,261	4,251	4,277	
	Attend	4,180	4,207	4,230	4,232	4,246	4,248	4,261	4,251	4,277	

Source: RSP & Associates, LLC - June 2024

- Note 1: Student Projections are based on the residence of the student.
- Note 2: The Enrollment Model is based on a Head count of students by Planning Area at each facility
- Note 3: Transfers between Facilities are shown with Attend Projections
- Note 4: The Enrollment Model assumes ES(K-4) MS(5-8) and HS (9-12)
- Note 5: Each planning area is assigned the 2023/24 boundary
- Note 6: School capacity provided by the District
- Note 7: Reside is based on the student home address
- Note 8: Attend is based on which facility the student attends
- Note 9: Res/Att (Reside/Attend) are the students who reside in the attendance area that they have chosen to attend

**Main Takeaway:** The forecasted enrollment decrease at the Senior High School is due to smaller grades currently in the Middle School and Junior High. The bubble of smaller grades limits growth the next five years. As these grades exit the system, the Senior High School will likely return to enrollment growth year to year. Future discussions on secondary capacity may need to still continue

# Board of Education Input

- ❑ Draft of Guiding Principles
  - ✓ ACTIVITY: Confirm Guiding Principles (Board Action)
- ❑ RSP Boundary Criteria
  - ✓ ACTIVITY: Prioritize Boundary Criteria (Board Action)

# Admin Meeting Expectations



- **Receive and review Boundary Concepts (DRAFT)**

- Discuss the benefits and challenges of draft concepts
- Provide potential enhancements to draft concepts
- Review data tables and analyze draft concepts through Boundary Criteria



- **Review revised concepts that integrate initial feedback**

- Participate in meeting activities to provide feedback to RSP team for concept evolution
- Integrate public input feedback into future revisions
- Review data tables and analyze draft concepts through Boundary Criteria



- **Achieve consensus on recommended Boundary Concept(s)**

- Prepare final recommendation to Board of Education that achieve boundary solutions



# Guiding Principles – Starting Point

## **DRAFT:** *Awaiting Board Approval*

- The Board will consider this boundary work as part of district wide long-range planning.
- The future boundary should provide even better educational opportunities at each school to ensure an equitable student experience at each school.
- Neighborhoods/Planning areas are influential in how attendance areas are created and accepted by the community.
- Future boundaries can anticipate future change of the neighborhood.
- The focus of the Boundary Process will be at elementary school level.
- The boundary proposed should continue to effectively utilize District resources.
- Boundary lines that follow natural/manmade boundaries are desired in how attendance areas are created.
- Grandfathering/Student Options will be a recommendation from Administration to the Board according to Board policy.
- The process will include examination of Boundary Exceptions Policy

# Boundary Criteria – Starting Point

## **DRAFT:** *Awaiting Board Approval*



### **Contiguous Attendance Areas**

*All portions of the boundary are physically adjacent, no disconnected islands within the boundary.*



### **Neighborhoods Intact**

*Boundaries that ensure subdivisions are maintained in a school's attendance area.*



### **Demographic Considerations**

*Boundaries that seek some level of balanced socioeconomic indicators.*



### **Projected Enrollment/Building Utilization**

*Boundaries that focus on balancing enrollment, so each building is utilized efficiently while not projected to exceed functional capacity for several years.*



### **Duration of Boundaries**

*Boundaries that anticipate future changes in enrollment and seek to make the boundary last as long as possible using forecasted data.*



### **Students Impacted by Boundary Change**

*Boundaries that minimize the number of current students that have to change schools.*



### **Fiscal Considerations (Capital Costs)**

*Ensure boundary changes minimize the need for additional construction projects until overall enrollment growth dictates.*



### **Transportation Considerations**

*Boundaries that consider transportation logistics including bus route efficiency and length of time students spend on bus.*



### **Fiscal Considerations (Operational Cost)**

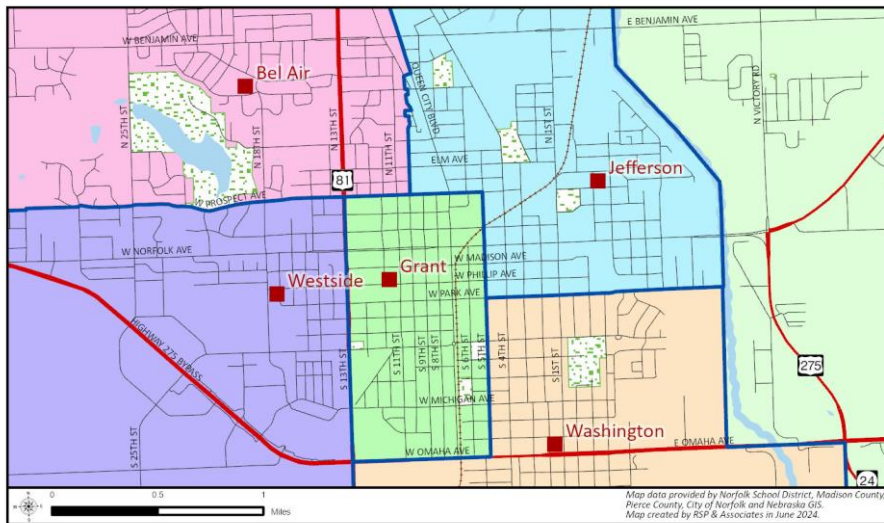
*Boundaries that are planned to maximize district resources.*

# Contiguous and Natural Boundaries

**VISUAL ONLY:** does NOT reflect a proposed boundary option

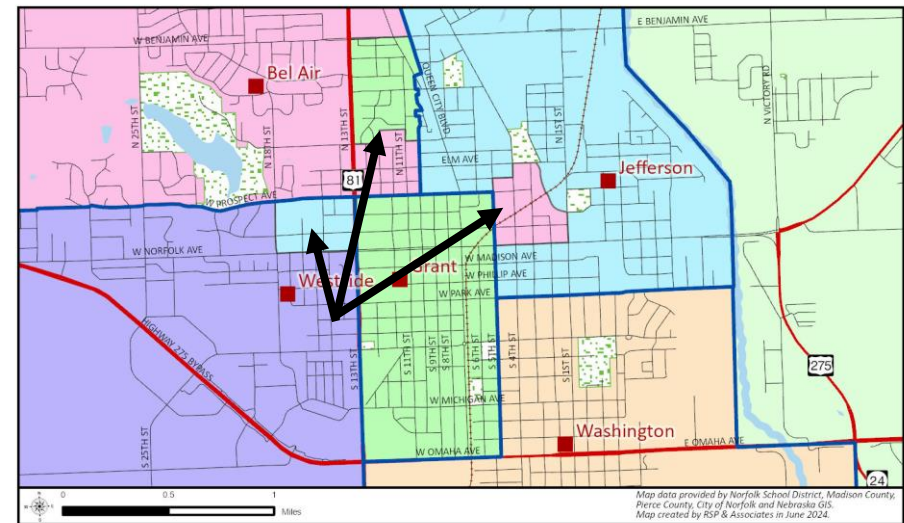
## **Goal – attendance areas follow natural features that make visual sense in the community**

- When it is possible, contiguous boundaries should be maintained
- Compact grouping of planning areas should be maintained
- All areas of the District should be assigned to an elementary boundary



### **Contiguous Boundary**

*An attendance area is not split creating compact contiguous attendance areas. Currently, the District has contiguous Elementary Boundaries.*



### **Non-Contiguous Boundary**

*An attendance area is split to create islands that result in noncontiguous attendance areas (see arrows)*

**NOTE:** The blue line is the current elementary boundary.

# Demographic Considerations

VISUAL ONLY: does NOT reflect a proposed boundary option

## ***Goal – demographic diversity should be balanced among our schools***

- Demographic diversity could be examined to minimize overloading any school with any one variable
- These variables could *potentially* include census household salary average, home values, ethnicity, housing products, and programming needs

### **Student Demographic Percentages (2023/24 Data by Student Reside)**

School:	<i>Student Reside Total</i>	Asian	Black	Hispanic	Multi-Racial	Native American	Native Hawaiian	White
Bel Aire Elementary	349	0.9%	0.9%	17.8%	4.9%	1.4%	0.0%	74.2%
Grant Elementary	179	0.0%	2.2%	43.0%	8.9%	2.2%	0.6%	43.0%
Jefferson Elementary	217	1.8%	2.3%	34.6%	8.3%	1.4%	0.0%	51.6%
Lincoln Montessori Elementary	216	0.9%	0.9%	7.4%	4.6%	0.0%	0.0%	86.1%
Washington Elementary	225	1.8%	2.7%	47.1%	4.9%	2.7%	0.0%	40.9%
Westside Elementary	179	0.6%	3.4%	49.2%	3.4%	1.7%	0.0%	41.9%
Woodland Park Elementary	259	0.8%	0.0%	19.3%	4.6%	1.2%	0.0%	74.1%
TOTAL (K-4)	1,624	1.0%	1.6%	29.2%	5.5%	1.5%	0.1%	61.1%

Source: RSP & Associates, LLC.

### ***Analysis tables can provide context to the current diversity of students***

*Potential boundary adjustments may impact the balance of schools between demographics*

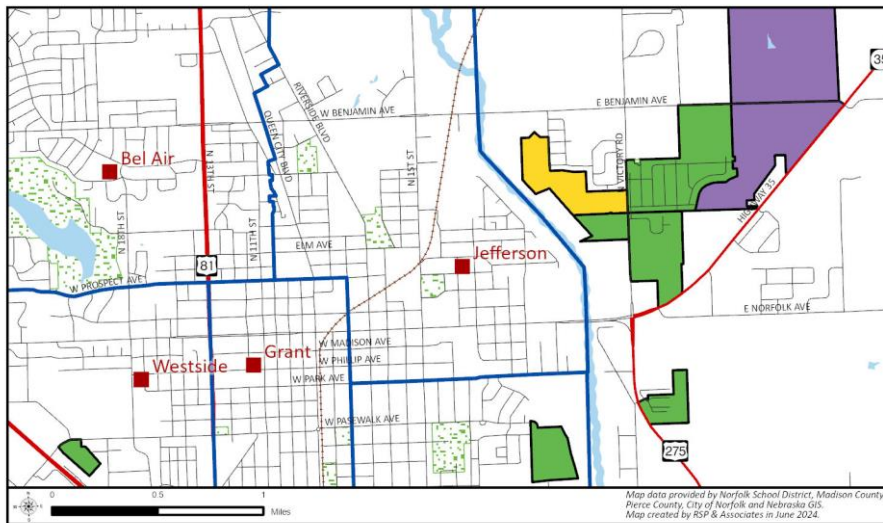
*Table provides on variable to analyze demographics*

# Duration of Boundaries

VISUAL ONLY: does NOT reflect a proposed boundary option

## *Goal – attendance areas remain the same for as long as possible*

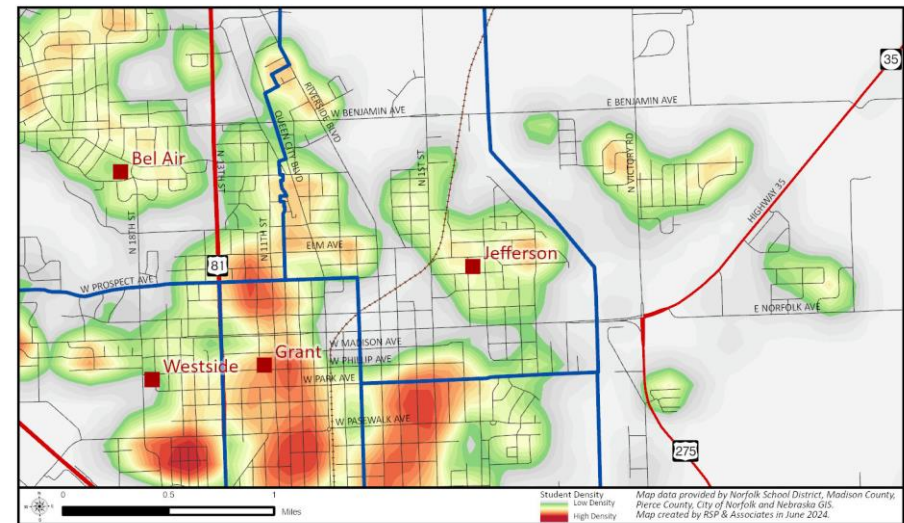
- This factor addresses the ability of the boundary to accommodate the anticipated enrollment change
- Where possible, boundaries should be stabilized to limit the number of future boundary changes
- Boundaries should be planned to last for a significant period of time (utilize potential growth)



### Growth Areas:

Utilize future housing growth outlook to maintain longevity of boundary adjustments

- **Green Areas: Current Growth**
- **Yellow Areas: 5-Year Growth**
- **Purple Areas: 10-Year Growth**



### Student Heat Density

Utilize current student density to balance current enrollment of boundaries

- **Red: highest current student density**
- **Green: low current student density**

# Fiscal Capital Considerations

VISUAL ONLY: does NOT reflect a proposed boundary option

## ***Goal – for no additional expenses on brick and mortar projects***

- Consider the impacts on capital costs
- Ensure boundary changes minimize the need and/or effectively eliminate the need for additional construction projects
- Factors to include:
  - New facility construction
  - Building additions and/or remodeling
  - Mobile classrooms/demountable wall relocations
  - Other capital costs



# Fiscal Operational Considerations

VISUAL ONLY: does NOT reflect a proposed boundary option

## ***Goal – for no additional expenses on staffing for each school***

- Where possible, boundaries should be planned to maximize District resources in a fiscally responsible manner and take advantage of the economics of scale
- Ensure boundary changes minimize the need for more staffing to ensure class size follows district policy
- Factors to include:
  - Staffing requirements
  - Educational program needs
  - Other operational costs

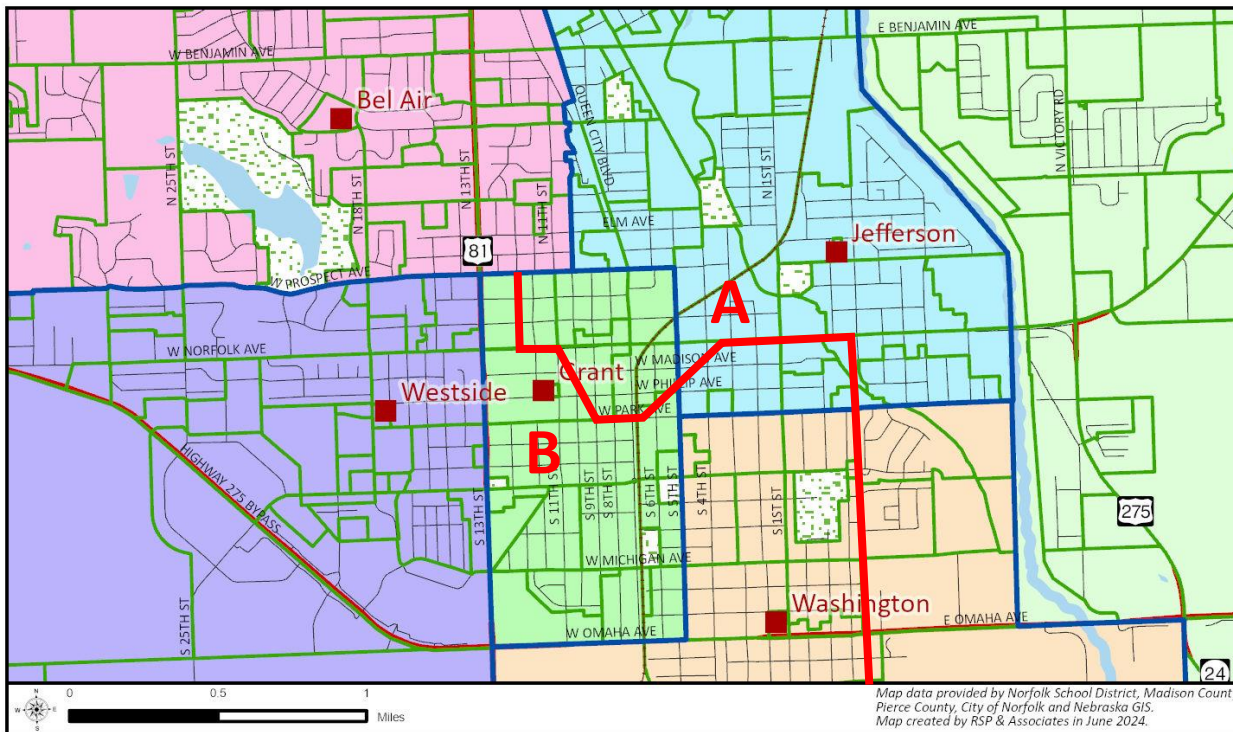


# Neighborhoods Intact

VISUAL ONLY: does NOT reflect a proposed boundary option

## Goal – each planning area (subdivision) attend the same schools

- Where possible, neighborhoods should not be split between two schools
  - A neighborhood is defined as the smallest division of a planning area that can be subdivided by a natural line of demarcation, such as a stream or major traffic way
- There should be logical limits to define a neighborhood



## Neighborhoods

*Green lines* represent a complete neighborhood (planning area)

Splitting a planning area would be represented as the **dashed Red line labeled A and B** resulting in that planning area attending two different schools

# Projected Enrollment

VISUAL ONLY: does NOT reflect a proposed boundary option

## Goal – balanced, logical enrollment that works within the confines of school capacities

- Considers building utilization, student enrollment, staffing needs and the educational program(s)
- Where possible, attendance boundaries should be created to anticipate the projected enrollment and the program/current capacity of the building

### Enrollment Projections by Reside

School:	Preferred Capacity	2024/25		2025/26		2026/27		2027/28		2028/29	
Bel Aire Elementary	366	342	93.4%	332	90.7%	311	85.0%	317	86.6%	314	85.8%
Grant Elementary	244	177	72.5%	170	69.7%	200	82.0%	195	79.9%	206	84.4%
Jefferson Elementary	244	230	94.3%	226	92.6%	258	105.7%	254	104.1%	259	106.1%
Lincoln Montessori Elementary	244	205	84.0%	199	81.6%	193	79.1%	197	80.7%	201	82.4%
Washington Elementary	244	239	98.0%	242	99.2%	239	98.0%	239	98.0%	236	96.7%
Westside Elementary	244	193	79.1%	207	84.8%	220	90.2%	220	90.2%	211	86.5%
Woodland Park Elementary	244	256	104.9%	258	105.7%	209	85.7%	216	88.5%	226	92.6%
TOTAL (K-4)	1,830	1,642	89.7%	1,634	89.3%	1,630	89.1%	1,638	89.5%	1,653	90.3%

Source: RSP & Associates, LLC. - May 2024

Note: Lincoln Montessori does not have an attendance boundary. Reside enrollment is the projected number of students attending that school of choice (students may actually reside in one of the other six elementary boundaries)

### Projected Enrollment

*Efficient building utilization should attempt to maximize student population without exceeding capacity.*

- The projection tables is based on student reside: **Orange shading**: Above 100% utilization
- Jefferson Elementary is forecasted to be over Preferred Capacity starting in 2026/27
- Woodland Elementary is forecasted to be over Preferred Capacity in 2024/25 and 2025/26
- Other facilities are also near preferred capacity target while school are below 80% utilization

# Students Impacted (SIBC)

VISUAL ONLY: does NOT reflect a proposed boundary option

## **Goal – minimize how many students are impacted by the new attendance areas**

- SIBC determines the number of students that will be impacted by a boundary change
- Where possible, minimize the number of existing students impacted by a boundary change

### **Student Impacted in Boundary Change (SIBC):**

Current Reside:	Concept Boundary Reside:						TOTAL IMPACT
	Bel Aire Elementary	Grant Elementary	Jefferson Elementary	Washington Elementary	Westside Elementary	Woodland Park Elementary	
Bel Aire Elementary							0
Grant Elementary							0
Jefferson Elementary				80			80
Washington Elementary							0
Westside Elementary							0
Woodland Park Elementary			50	20			70
TOTAL (K-4)	0	0	50	100	0	0	150

Source: RSP & Associates, LLC.

### **SIBC Table:**

*Reading left to right indicates an impact on students from their current boundary to the concept boundary.*

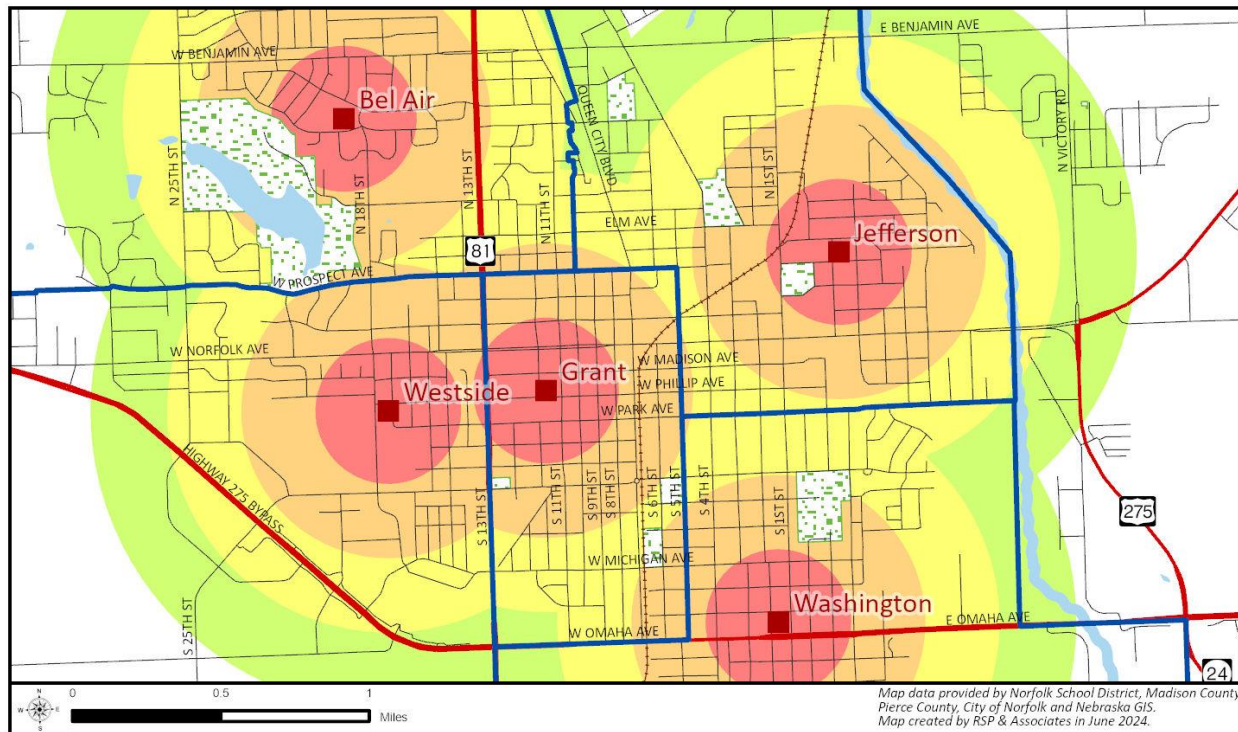
*For example: There 80 students currently reside in Jefferson Elementary that would now reside in Washington Elementary in this concept.*

*Consideration should be given the number of students affected by a potential boundary change, specifically how many students from one particular school could be affected.*

# Transportation Considerations

**Goal: Boundaries do not require additional bussing expenses or unreasonable times on a bus**

- Proximity to school is an indicator of travel time – boundary plan should consider actual travel times
- While students may not necessarily attend the closest school; distance, transportation time, and routing should be considered, and minimized where possible, in formulating attendance boundaries



## Transportation Proximity

Colored rings indicate proximity to each school:

- **Red:** within 0.25 miles
- **Orange:** within 0.5 mile
- **Yellow:** within 0.75 mile
- **Green:** within 1 mile

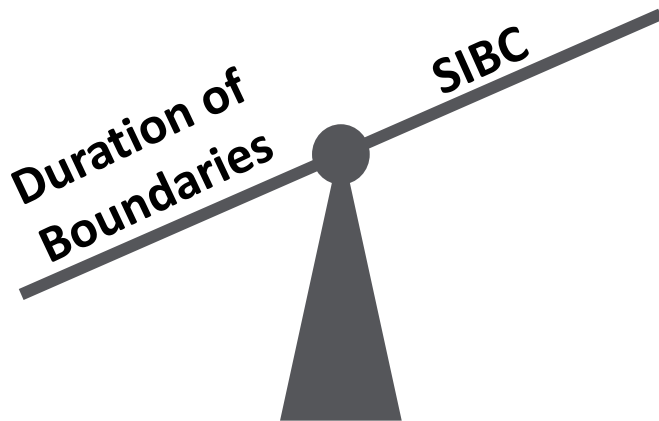
Rings may overlap creating spaces between schools that are equidistant from different schools.

Map data provided by Norfolk School District, Madison County, Pierce County, City of Norfolk and Nebraska GIS.  
Map created by RSP & Associates in June 2024.

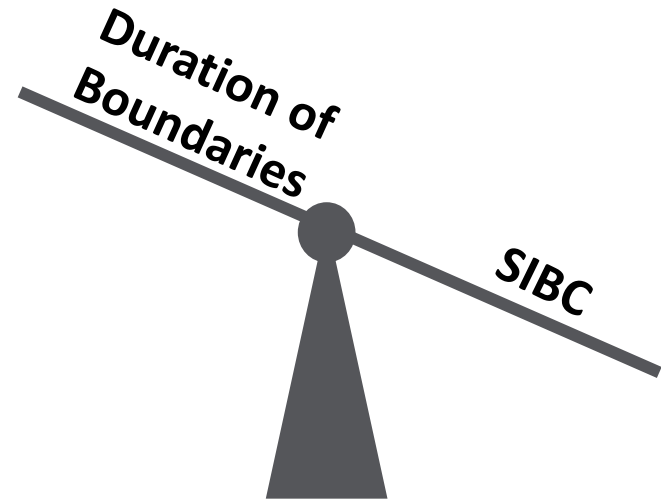
# Contradicting Boundary Criteria

- In some cases, the Boundary Criteria may contradict one another
- A solution that may enhance one of the boundary criteria may work against a different one

**For example: Duration of Boundaries vs Students Impacted in Boundary Change**



*Creating a boundary that impacts the least amount of students possible may not be as durable or long-lasting*



*Creating a long-lasting boundary that is as durable as possible may impact many students*

This is why establishing a **PRIORITIZED LIST OF BOUNDARY CRITERIA** is important. In cases of contradictory criteria, a prioritized list will help the recommendation meet board objectives.

# Boundary Criteria Prioritization Activity

## **Expectations:**

- RSP will facilitate a prioritization discussion during the BOE Meeting on July 8, 2024
- Board will receive “Homework Packet” prior to meeting to understand the materials
- Board members should reflect on how each of these criteria may impact what attendance areas may look like if they are implemented into how an attendance area is created
- At the meeting RSP will go over each of the criteria and answer any additional questions or provide more clarity to each criteria meaning

## **Task:** Board members will be asked to prioritize the top 3 to 5 boundary criteria from most to least important:

1. Boundary Natural Features
2. Demographic Considerations
3. Duration of Boundaries
4. Fiscal Capital Considerations
5. Fiscal Operational Considerations
6. Neighborhoods Intact
7. Projected Enrollment/Capacity Considerations
8. Students Impacted by Boundary Change
9. Transportation Considerations

# Next Steps

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- RSP preparation for Admin Meeting #1
- District preparation for Public Input sessions (communication, space planning, etc.)

# Appendix

# Public Input Expectations

## Two nights of feedback opportunities

- ❑ Both nights the format and materials presented will be the same
- ❑ Hosting two nights of public input provides the opportunity for more participation and greater flexibility
- ❑ The public input nights will collect feedback on boundary proposals – concepts are still in DRAFT form (changes may be made after public input)

## Draft Agenda (RSP Best Planning Practices)

- ❑ Opening Remarks (15 to 30 minutes)
  - Welcome and Introduction
  - Setting the Stage
  - Boundary Presentation from RSP
- ❑ Public Input Opportunity at Small Group Stations
  - Station(s) will include materials necessary for conversations (i.e. large boundary map(s), data handouts, survey codes)
  - Representatives from administration and RSP will be present at stations to answer questions and collect feedback
- ❑ Feedback received in three ways:
  1. Verbal input
  2. Written input (stick notes at stations)
  3. Electronic survey

## Survey Expectations:

- ❑ RSP creates electronic survey with input and guidance from Boundary Admin team
- ❑ Survey will be open for an extended period of time to receive additional community input (District to communicate survey via different communication techniques)
- ❑ Results of survey guide final concept creation and work in tandem with input received at in-person events



**NORFOLK PUBLIC SCHOOLS**  
**INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**ALL FUNDS**  
**For Month Ending June 30, 2024**

Fund/Account	2023-2024 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$1,352,301.03	\$208,085.49	\$0.00	\$1,560,386.52	
SPECIAL BUILDING FUND (3)	\$7,727,933.57	\$477,791.66	\$148,180.67	\$8,057,544.56	
DEPRECIATION RESERVE FUND (3)	\$5,835,079.49	\$30,532.75	\$1,074.00	\$5,864,538.24	
ACTIVITIES ACCOUNT (2)	\$662,651.09	\$49,608.50	\$89,792.18	\$622,467.41	
SUBSIDIARY ACCOUNT (2)	\$388,221.13	\$33,345.02	\$57,376.48	\$364,189.67	
GENERAL FUND (1)	\$14,568,741.71	\$11,213,603.74	4,845,433.54	\$20,936,911.91	
PAYROLL ACCOUNT (2)	\$5,705.78	\$4,337,637.20	\$4,337,637.20	\$5,705.78	
SCHOOL LUNCH FUND (2)	\$742,401.31	\$180,248.73	\$264,610.92	\$658,039.12	
BOND FUND (3)	\$1,148,445.36	\$4,251.79	\$0.00	\$1,152,697.15	
COOPERATIVE FUND (2)	\$255,698.46	\$909.75	\$3,387.88	\$253,220.33	
EMPLOYEE BENEFIT FUND (2)	\$4,197.87	\$14.92	\$0.00	\$4,212.79	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$515,757.72	\$562.78	\$0.00	\$516,320.50	
CONVENIENCE FEE FUND (2)	\$16,001.54	\$70.72	\$32.89	\$16,039.37	
STUDENT FEE FUND (2)	\$467,703.84	\$5,708.30	\$2,641.43	\$470,770.71	
TOTAL ALL FUNDS	\$33,690,839.90	\$16,542,371.35	\$9,750,167.19	\$40,483,044.06	
<b>BALANCES CLASSIFIED BY DEPOSITORY</b>					
(1) BANK FIRST				\$20,936,911.91	
(2) ELKHORN VALLEY BANK				\$4,471,352.20	
(3) MIDWEST BANK				\$15,074,779.95	
TOTAL BALANCES				\$40,483,044.06	

## **Supt Report to the Board 7-8-2024**

### **NASB Workshop for Board Candidates:**

I sent a letter to all Board candidates inviting them to attend the Nebraska Association of School Board's Candidate Workshop which will be held at Wayne Elementary School on Thursday, July 18th from 6:00 to 7:30 PM. The workshop is sponsored/provided free of charge to all participants courtesy of the Nebraska Public Leadership Foundation (NPLF), and is designed to provide a high-level overview of the role and responsibilities of a board member. Candidates who have missed the registration deadline but still wish to attend can register on-site the day of the event. I am hoping to see all of our candidates there.

### **Proposed Procedures for Public Comments Beginning 7-22-2024**

LB 43 will go into effect July 17, 2024. It includes an amendment to the Open Meetings Act that requires all public bodies to allow public comments at every meeting except for closed sessions related to personnel matters, investigations regarding allegations of criminal conduct or other purposes already exempted under state law. Board Policy 8346 will be updated accordingly this evening.

**The following procedure changes are also being recommended, but are not required. I am seeking the Board's feedback regarding their implementation.**

#### Time:

- At our First Meeting of the Month, individual speakers will typically have up to five minutes to address the Board, and the Board shall hear up to sixty cumulative minutes of public comment. (This is included in Board Policy 8346.)
- For all meetings other than the First Meeting of the Month, individual speakers will typically have up to three minutes, and the Board shall hear up to thirty cumulative minutes of public comment. (This is included in Board Policy 8346.)
- These time limits are per speaker, per meeting, and may not be transferred or assigned to other speakers.
- The amount of time available for public comments and other guidelines may be adjusted by the Board Chair based upon the number of individuals wishing to speak, the number of agenda items, and any other pertinent criteria. It is not guaranteed that all individuals who wish to speak will be able to do so.

### Logistics:

- Persons must be present in order to participate in the Public Comment section of the meeting. Phone conferencing, recording or other communication via electronic device will not be allowed.
- According to state law, members of the public who wish to comment must identify themselves, including their address, the name of the organization they represent and the topic that they wish to address. A "Public Comment Sign Up Sheet" is located at the Media table for this purpose.
- Persons must be listed on the "Public Comment Sign Up Sheet" prior to the Public Comment section in order to speak. They will be called forward individually by the Board Chair to the podium when it is their turn to speak. Typically, the order of speakers will be in the order that they are listed on the "Public Comment Sign Up Sheet". However, the Board Chair may choose to organize public comment in another fashion, such as, by agenda item or topic.

### Content:

- Concerns related to school personnel need to be addressed to the Superintendent using the approved district protocol.
- Individuals who make false, defamatory, or slanderous statements during public comments may be held legally liable. Slanderous comments are not protected simply because they are made at a Board meeting.

### Other:

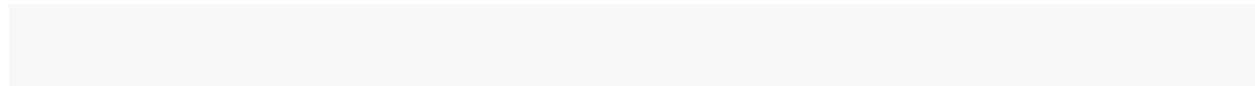
- Persons attending Board meetings and/or speaking to the Board during Public Comment or during a public hearing must follow all requirements established by the Board, as well as all Board and staff directions in order to help maintain the order, proper decorum, safety and security, and the non-disruptive functioning of the Board meeting. These include, but are not limited to the following:
  - Refraining from applauding, cheering, jeering, or engaging in speech that defames any individual(s), or stymies or blocks meeting progress
  - Refraining from the use of audio recordings, video recordings, or any digital still images, posters, signs, costumes, other props and/or photographs
  - Refraining from abusive, offensive, disruptive, defamatory, hostile or threatening language, gestures, and conduct
  - Staying in the areas identified by the Board as reserved for the public.

- Providing printed materials (paper no larger than 8.5 x 11 inches) to the Board is allowed.

If at any time persons appearing before the Board do not comply with these or any other Board requirements, the chair shall declare that person or persons out of order and require a change in behavior, delay or recess the meeting, or refuse permission to continue to address the Board, and ultimately may require the person or persons to leave the premises of the Board meeting.

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*Note: Board members cannot discuss or act upon matters that are not listed on the agenda. Therefore, Board members will not respond to your comments or questions. If you wish to request that an item be placed on a future Board agenda, you may contact the Superintendent or her assistant during normal business hours.*





Finance and Facilities Committee Meeting Minutes  
Monday, June 10, 2024 at 4:00 PM  
Location: NPS Central Administration Building

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Attendance:

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

Meeting began at 4:04 PM

1. Finance Updates & Claims Review
  - a. June Claims/Board Bills
    - i. Erik Wilson answered questions about the claims
  - b. All Funds Report
  - c. Revenue Report
2. Conflict Statements
  - a. None this month
3. Board Agenda Items
  - a. Lunch Prices
    - i. Agenda item - Discuss, consider and take action to set student meal prices for 2024-2025
    - ii. Reviewed lunch account projections and nutrition fund
    - iii. Proposed lunch prices and recommended increases below

|                      | 23/24 price | 24/25 price |
|----------------------|-------------|-------------|
| All grades breakfast | \$1.60      | \$1.75      |
| PK-4 lunch           | \$2.95      | \$3.25      |
| 5-6 lunch            | \$3.05      | \$3.25      |
| 7-12 lunch           | \$3.10      | \$3.35      |

- iv.
  - b. Bus Recycling

- i. Agenda item - Discuss, consider and take action to grant permission to recycle route buses #7 and #12
  - c. Student Fee Hearing
    - i. Agenda item - Discuss, consider, and receive input on the student fee policy and proposed fees.
- 4. Facilities & Construction Update
  - a. Middle School project
    - i. Shared plans for bricks and parking
- 5. Upcoming Committee Meeting Dates:
  - a. Monday, July 8, 2024

Meeting adjourned at 4:53 PM



**Activities Committee Meeting**  
Monday, July 1, 2024 at 12:00 PM  
Administration Building

**Attendance:**

Board Members: Brenda Carhart (present), Teri Bauer (present), Tom Stanton (present)  
NPS: Dr. Jami Jo Thompson, Erik Wilson, Jason Settles, John Erwin, Curt Lammers, Chuck Hughes, Callan Collins

Meeting called to order at 12:00 PM

**Senior High Activities:**

1. Pink Panthers Activities Trips
  - The discussion centered around the possibility of adjusting the frequency of Nationals participation from every four years to every two years, contingent upon qualification.
  - Policy 5416 outlines the National trip policy which was reviewed. No changes were recommended.
  - Explored the idea of having two teams - Competitive team and Game Day team with hopes of growing the program and increasing participation
2. Pink Panther Costs
  - Currently the Pink Panthers rely on fundraisers to cover expenses, with families covering any remaining expenses. There is no cost to the District for Nationals.
  - The committee discussed concerns about the costliness of the program for families.
  - Future steps include reassessing the student activities fees with a breakdown of expenses.

Recommendation of Board committee members to change the practice to allow Pink Panthers to participate in nationals every other year with the goal to develop another team and reassess the student activity fee. (Vote 2 - 1)

3. Activity transportation/costs
  - Document shared with new transportation guidelines
    - Guide for when to use Arrow and what is paid for by the District
      - Transportation costs included
      - To be shared with coaches and sponsors
4. Next Activities Committee meeting will be scheduled for late August.

Meeting adjourned at 1:10 PM

Board of Education 2nd Monthly Meeting  
Monday, June 24, 2024 12:00 PM  
NPS Central Administration Office  
512 West Phillip Avenue  
Norfolk, NE 68701

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

1. Date Public Notice appeared in the Norfolk Daily News: June 17, 2024
2. Call to Order
  - A. The Norfolk Public School District's board of education meeting was called to order at 12:01 PM
  - 2.1. Roll Call – See attendance above.
    - A. Brenda Carhart arrived late and joined the meeting at 12:03 PM.

Motion to excuse Cindy Booth at 12:02 PM passed with a motion by Beth Shashikant and a second by Teri Bauer.

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

Yea: 4, Nay: 0, Absent: 2

- 2.2. Declaration of a Legal Meeting
  - A. The meeting was declared legal.
3. Reports and Discussion Items
  - 3.1. 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 = \$209,919.24  
Nutrition Services Fund = \$263,102.85  
Cooperative Fund = \$191.76  
Subsidiary Fund = \$51,774.70  
Depreciation Fund = \$1,074.00  
Special Building Fund = \$14,574.00  
Senior High Activity Fund = \$44,353.97  
Junior High Activity Fund = \$1,898.18  
Student Fee Fund = \$2,641.43
  - 3.2. Proposed Cell Phone Practices for 2024-2025
    - A. Presentation from building Principals who reviewed current and proposed cell phone practices.

4. Consent Agenda

Motion to approve the consent agenda at 12:28 PM passed with a motion by Beth Shashikant and a second by Tom Stanton.

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

Sandy Wolfe: Yea

Yea: 5, Nay: 0, Absent: 1

4.1. Minutes of Previous Meetings

A. Minutes from the meeting on June 10, 2024 were reviewed.

4.2. Claims

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

5. Action Items

5.1. Discuss, consider and take action to approve the 2024-2025 Certified Staff Handbook

A. Review of the proposed 2024-2025 Certified Staff Handbook.

Motion to approve the 2024-2025 Certified Staff Handbook at 12:29 PM passed with a motion by Brenda Carhart and a second by Beth Shashikant.

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

Yea: 5, Nay: 0, Absent: 1

5.2. Discuss, consider and take action to approve the 2024-2025 Classified Staff Handbook

A. Review of the proposed 2024-2025 Classified Staff Handbook.

Motion to approve the 2024-2025 Classified Staff Handbook at 12:29 PM passed with a motion by Teri Bauer and a second by Beth Shashikant.

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

Yea: 5, Nay: 0, Absent: 1

5.3. Discuss, consider and take action to approve the 2024-2025 Substitute Staff Handbook

A. Review of the 2024-2025 Substitute Staff Handbook.

Motion to approve the 2024-2025 Substitute Staff Handbook at 12:30 PM passed with a motion by Beth Shashikant and a second by Tom Stanton.

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

Yea: 5, Nay: 0, Absent: 1

6. Future Meetings

A. The next regular meeting of the Board of Education will be held on Monday, July 8th, 2024 at 5:30 PM. The 2nd monthly meeting of the Board of Education is scheduled for Monday, July 22nd, 2024 at Noon.

B. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

7. Adjournment

A. The meeting adjourned at 12:31 PM

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Chairperson

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Superintendent

JULY 8, 2024

NORFOLK PUBLIC SCHOOLS  
NORFOLK, NEBRASKA

|    |                                 |                         |                       |            |
|----|---------------------------------|-------------------------|-----------------------|------------|
|    |                                 |                         |                       |            |
|    |                                 |                         |                       |            |
|    |                                 |                         |                       |            |
|    |                                 |                         |                       |            |
|    |                                 |                         |                       |            |
| 1  | <b>GENERAL FUND</b>             |                         |                       |            |
| 2  | 4IMPRINT                        | SUPPLIES                | 01 2211 610 1 901 000 | \$241.16   |
| 3  | 4IMPRINT                        | SUPPLIES                | 01 2211 610 2 901 000 | \$241.15   |
| 4  | 4IMPRINT                        | SUPPLIES                | 01 2310 610 1 010 000 | \$1,093.33 |
| 5  | 4IMPRINT                        | SUPPLIES                | 01 2310 610 2 010 000 | \$1,093.33 |
| 6  | <b>4IMPRINT Total</b>           |                         |                       | \$2,668.97 |
| 7  | ADVANCE AUTO PARTS              | SUPPLIES                | 01 2650 610 1 001 000 | \$15.63    |
| 8  | ADVANCE AUTO PARTS              | SUPPLIES                | 01 2650 610 2 001 000 | \$15.63    |
| 9  | <b>ADVANCE AUTO PARTS Total</b> |                         |                       | \$31.26    |
| 10 | ANDREASEN, TRISHA               | MTSS MEETING TRAVEL     | 01 2410 890 1 101 010 | \$121.82   |
| 11 | <b>ANDREASEN, TRISHA Total</b>  |                         |                       | \$121.82   |
| 12 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2610 431 1 001 000 | \$65.86    |
| 13 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2610 431 1 001 000 | \$56.30    |
| 14 | APPEARA                         | MOP CLEANING            | 01 2610 431 1 001 000 | \$45.00    |
| 15 | APPEARA                         | MOP CLEANING            | 01 2610 431 1 001 000 | \$45.00    |
| 16 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2610 431 1 001 000 | \$56.30    |
| 17 | APPEARA                         | MOP CLEANING            | 01 2610 431 1 001 000 | \$45.00    |
| 18 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2610 431 1 001 000 | \$57.25    |
| 19 | APPEARA                         | MOP CLEANING            | 01 2610 431 1 001 000 | \$45.00    |
| 20 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2610 431 2 001 000 | \$65.85    |
| 21 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2610 431 2 001 000 | \$56.30    |
| 22 | APPEARA                         | MOP CLEANING            | 01 2610 431 2 001 000 | \$45.00    |
| 23 | APPEARA                         | MOP CLEANING            | 01 2610 431 2 001 000 | \$45.00    |
| 24 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2610 431 2 001 000 | \$56.30    |
| 25 | APPEARA                         | MOP CLEANING            | 01 2610 431 2 001 000 | \$45.00    |
| 26 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2610 431 2 001 000 | \$57.25    |
| 27 | APPEARA                         | MOP CLEANING            | 01 2610 431 2 001 000 | \$45.00    |
| 28 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2620 431 1 001 000 | \$16.46    |
| 29 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2620 431 1 001 000 | \$14.08    |
| 30 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2620 431 1 001 000 | \$14.08    |
| 31 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2620 431 1 001 000 | \$14.31    |
| 32 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2620 431 2 001 000 | \$16.46    |
| 33 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2620 431 2 001 000 | \$14.07    |
| 34 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2620 431 2 001 000 | \$14.07    |
| 35 | APPEARA                         | DISTRICT MT/CUST SHIRTS | 01 2620 431 2 001 000 | \$14.32    |
| 36 | <b>APPEARA Total</b>            |                         |                       | \$949.26   |
| 37 | APPLE INC                       | IPADS                   | 01 6990 650 1 163 021 | \$699.00   |

|    |                                      |                            |                       |            |
|----|--------------------------------------|----------------------------|-----------------------|------------|
| 38 | <b>APPLE INC Total</b>               |                            |                       | \$699.00   |
| 39 | BAND SHOPPE                          | MARCHING BAND PANTS        | 01 1100 610 2 202 001 | \$120.85   |
| 40 | <b>BAND SHOPPE Total</b>             |                            |                       | \$120.85   |
| 41 | BAUER BUILT, INC                     | TIRES #5                   | 01 2710 610 1 001 000 | \$445.00   |
| 42 | BAUER BUILT, INC                     | TIRES #5                   | 01 2710 610 2 001 000 | \$445.00   |
| 43 | <b>BAUER BUILT, INC Total</b>        |                            |                       | \$890.00   |
| 44 | BAYLOR ENTERPRISES INC               | ACT IN PERSON ACADEMY AND  | 01 6969 340 2 028 001 | \$5,400.00 |
| 45 | <b>BAYLOR ENTERPRISES INC Total</b>  |                            |                       | \$5,400.00 |
| 46 | BEGEMAN, CHRIS                       | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 2 945 000 | \$101.91   |
| 47 | <b>BEGEMAN, CHRIS Total</b>          |                            |                       | \$101.91   |
| 48 | BELLAR, MICHAELA                     | NC ELEM CURRICULUM WORK    | 01 6310 151 1 028 000 | \$210.00   |
| 49 | <b>BELLAR, MICHAELA Total</b>        |                            |                       | \$210.00   |
| 50 | BOMGAARS SUPPLY                      | SOLAR SALT                 | 01 2620 610 1 001 000 | \$48.68    |
| 51 | BOMGAARS SUPPLY                      | SAW BLADES                 | 01 2620 610 1 001 000 | \$17.49    |
| 52 | BOMGAARS SUPPLY                      | OIL                        | 01 2620 610 1 001 000 | \$29.94    |
| 53 | BOMGAARS SUPPLY                      | TRAILER SUPPLIES           | 01 2620 610 1 001 000 | \$85.98    |
| 54 | BOMGAARS SUPPLY                      | IMPACT DRIVER              | 01 2620 610 1 001 000 | \$6.49     |
| 55 | BOMGAARS SUPPLY                      | SUPPLIES                   | 01 2620 610 1 001 004 | \$9.29     |
| 56 | BOMGAARS SUPPLY                      | SOLAR SALT                 | 01 2620 610 1 001 009 | \$116.82   |
| 57 | BOMGAARS SUPPLY                      | SOLAR SALT                 | 01 2620 610 1 001 010 | \$408.87   |
| 58 | BOMGAARS SUPPLY                      | SOLAR SALT                 | 01 2620 610 1 001 021 | \$64.90    |
| 59 | BOMGAARS SUPPLY                      | SOLAR SALT                 | 01 2620 610 2 001 000 | \$48.67    |
| 60 | BOMGAARS SUPPLY                      | SAW BLADES                 | 01 2620 610 2 001 000 | \$17.49    |
| 61 | BOMGAARS SUPPLY                      | OIL                        | 01 2620 610 2 001 000 | \$29.94    |
| 62 | BOMGAARS SUPPLY                      | TRAILER SUPPLIES           | 01 2620 610 2 001 000 | \$85.97    |
| 63 | BOMGAARS SUPPLY                      | IMPACT DRIVER              | 01 2620 610 2 001 000 | \$6.48     |
| 64 | BOMGAARS SUPPLY                      | SUPPLIES                   | 01 2710 610 1 001 000 | \$15.34    |
| 65 | BOMGAARS SUPPLY                      | SUPPLIES                   | 01 2710 610 2 001 000 | \$15.33    |
| 66 | <b>BOMGAARS SUPPLY Total</b>         |                            |                       | \$1,007.68 |
| 67 | BRAINPOP LLC                         | BRAIN POP                  | 01 1100 643 1 407 014 | \$3,030.00 |
| 68 | <b>BRAINPOP LLC Total</b>            |                            |                       | \$3,030.00 |
| 69 | BROWN, AMY                           | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 1 945 000 | \$108.97   |
| 70 | <b>BROWN, AMY Total</b>              |                            |                       | \$108.97   |
| 71 | CANON SOLUTIONS AMERICA              | CANON PRINTER              | 01 6700 610 2 028 001 | \$4,998.00 |
| 72 | <b>CANON SOLUTIONS AMERICA Total</b> |                            |                       | \$4,998.00 |
| 73 | CAPITAL BUSINESS SYSTEMS             | PRINTERS/COPIES            | 01 1100 340 1 104 010 | \$8.87     |
| 74 | CAPITAL BUSINESS SYSTEMS             | PRINTERS/COPIES            | 01 1100 340 1 201 003 | \$25.75    |
| 75 | CAPITAL BUSINESS SYSTEMS             | PRINTERS/COPIES            | 01 1100 340 1 302 004 | \$16.43    |
| 76 | CAPITAL BUSINESS SYSTEMS             | PRINTERS/COPIES            | 01 1100 340 1 430 014 | \$33.94    |
| 77 | CAPITAL BUSINESS SYSTEMS             | PRINTERS/COPIES            | 01 1100 340 1 602 005 | \$8.66     |
| 78 | CAPITAL BUSINESS SYSTEMS             | PRINTERS/COPIES            | 01 1100 340 1 705 008 | \$14.95    |
| 79 | CAPITAL BUSINESS SYSTEMS             | PRINTERS/COPIES            | 01 1100 340 1 819 009 | \$11.42    |
| 80 | CAPITAL BUSINESS SYSTEMS             | PRINTERS/COPIES            | 01 1100 340 1 904 012 | \$5.86     |

|     |                                         |                                |                       |            |
|-----|-----------------------------------------|--------------------------------|-----------------------|------------|
| 81  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 1100 340 2 016 001 | \$14.23    |
| 82  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 1100 340 2 141 002 | \$47.87    |
| 83  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 1100 340 2 209 001 | \$117.97   |
| 84  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 1190 610 1 163 021 | \$59.51    |
| 85  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 1200 610 1 004 000 | \$56.28    |
| 86  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 1200 610 2 004 000 | \$56.27    |
| 87  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 1291 610 1 017 000 | \$11.09    |
| 88  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 1292 610 1 017 000 | \$11.08    |
| 89  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 2530 340 1 001 000 | \$1,707.14 |
| 90  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 2530 340 2 001 000 | \$1,707.13 |
| 91  | CAPITAL BUSINESS SYSTEMS                | PRINTERS/COPIES                | 01 2620 431 0 001 000 | \$3.01     |
| 92  | <b>CAPITAL BUSINESS SYSTEMS Total</b>   |                                |                       | \$3,917.46 |
| 93  | CAROLINA BIOLOGICAL                     | HOT PLATE STIRRERS             | 01 6700 610 2 028 001 | \$577.77   |
| 94  | <b>CAROLINA BIOLOGICAL Total</b>        |                                |                       | \$577.77   |
| 95  | CARRIKER, TONYA                         | STAFF MILEAGE                  | 01 2151 333 1 004 000 | \$1,515.64 |
| 96  | <b>CARRIKER, TONYA Total</b>            |                                |                       | \$1,515.64 |
| 97  | CDW GOVERNMENT, INC                     | LITTLE SIS PREM 5/1/24-4/30/25 | 01 2230 643 1 005 000 | \$1,250.00 |
| 98  | CDW GOVERNMENT, INC                     | LITTLE SIS PREM 5/1/24-4/30/25 | 01 2230 643 2 005 000 | \$1,250.00 |
| 99  | CDW GOVERNMENT, INC                     | CHROMEBOOKS                    | 01 2230 650 1 005 000 | \$1,660.60 |
| 100 | CDW GOVERNMENT, INC                     | CHROMEBOOKS                    | 01 2230 650 2 005 000 | \$1,660.60 |
| 101 | CDW GOVERNMENT, INC                     | REPLACEMENT BATTERY            | 01 2230 650 2 005 002 | \$194.38   |
| 102 | CDW GOVERNMENT, INC                     | SMART BOARDS/PROJECTORS        | 01 3535 650 2 027 000 | \$1,281.00 |
| 103 | <b>CDW GOVERNMENT, INC Total</b>        |                                |                       | \$7,296.58 |
| 104 | CENTRAL NEBRASKA                        | PROFESSIONAL EDUCATIONAL       | 01 2172 320 1 004 000 | \$1,282.50 |
| 105 | CENTRAL NEBRASKA                        | MILEAGE TO STAFF               | 01 2172 333 1 004 000 | \$209.71   |
| 106 | CENTRAL NEBRASKA                        | PROFESSIONAL EDUCATIONAL       | 01 2173 320 1 004 000 | \$1,417.50 |
| 107 | CENTRAL NEBRASKA                        | MILEAGE PAID TO CONTRACTED     | 01 2173 334 1 004 000 | \$189.61   |
| 108 | <b>CENTRAL NEBRASKA Total</b>           |                                |                       | \$3,099.32 |
| 109 | CENTURY LUMBER CO                       | EAS E POXY                     | 01 1100 610 1 104 010 | \$262.45   |
| 110 | <b>CENTURY LUMBER CO Total</b>          |                                |                       | \$262.45   |
| 111 | CHARTWELLS DINING SERVICES              | CAREER DAY LUNCH               | 01 1100 610 2 109 002 | \$1,715.75 |
| 112 | <b>CHARTWELLS DINING SERVICES Total</b> |                                |                       | \$1,715.75 |
| 113 | CITY OF NORFOLK                         | WATER/SEWER                    | 01 2610 410 1 001 000 | \$21.42    |
| 114 | CITY OF NORFOLK                         | WATER/SEWER                    | 01 2610 410 1 001 010 | \$496.74   |
| 115 | CITY OF NORFOLK                         | WATER/SEWER                    | 01 2610 410 1 001 014 | \$1,216.77 |
| 116 | CITY OF NORFOLK                         | WATER/SEWER                    | 01 2610 410 1 001 021 | \$421.77   |
| 117 | CITY OF NORFOLK                         | WATER/SEWER                    | 01 2610 410 2 001 000 | \$21.42    |
| 118 | CITY OF NORFOLK                         | WATER/SEWER                    | 01 2610 410 2 001 001 | \$2,287.59 |
| 119 | CITY OF NORFOLK                         | WASTE REMOVAL                  | 01 2630 420 1 001 000 | \$1.50     |
| 120 | CITY OF NORFOLK                         | WASTE REMOVAL                  | 01 2630 420 2 001 000 | \$1.50     |
| 121 | <b>CITY OF NORFOLK Total</b>            |                                |                       | \$4,468.71 |
| 122 | CLAUSSEN, HILARY                        | NC ELEM CURRICULUM WORK        | 01 6310 151 1 028 000 | \$210.00   |
| 123 | <b>CLAUSSEN, HILARY Total</b>           |                                |                       | \$210.00   |

|     |                                         |                                |                       |             |
|-----|-----------------------------------------|--------------------------------|-----------------------|-------------|
| 124 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 1 001 000 | \$182.96    |
| 125 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 1 001 003 | \$92.07     |
| 126 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 1 001 004 | \$91.71     |
| 127 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 1 001 005 | \$92.07     |
| 128 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 1 001 008 | \$92.07     |
| 129 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 1 001 009 | \$92.07     |
| 130 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 1 001 010 | \$92.07     |
| 131 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 1 001 012 | \$89.64     |
| 132 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 1 001 014 | \$184.50    |
| 133 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 1 001 021 | \$94.62     |
| 134 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 2 001 000 | \$182.95    |
| 135 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 2 001 001 | \$370.30    |
| 136 | CLEARFLY COMMUNICATIONS                 | PHONE SERVICE                  | 01 2510 382 2 001 002 | \$186.99    |
| 137 | <b>CLEARFLY COMMUNICATIONS Total</b>    |                                |                       | \$1,844.02  |
| 138 | COLVEY, KRISTIN                         | PLC INSTITUTE TRAVEL/MEALS     | 01 6998 580 2 945 000 | \$88.96     |
| 139 | <b>COLVEY, KRISTIN Total</b>            |                                |                       | \$88.96     |
| 140 | CRAWFORD, BRANDI                        | CDL RENEWAL                    | 01 2712 890 1 001 000 | \$61.00     |
| 141 | <b>CRAWFORD, BRANDI Total</b>           |                                |                       | \$61.00     |
| 142 | CURRICULUM ASSOCIATES                   | BOOKS & PERIODICALS            | 01 1200 640 1 004 000 | \$1,845.69  |
| 143 | <b>CURRICULUM ASSOCIATES Total</b>      |                                |                       | \$1,845.69  |
| 144 | EAKES OFFICE PLUS                       | SUPPLIES                       | 01 1100 610 1 430 014 | \$724.55    |
| 145 | <b>EAKES OFFICE PLUS Total</b>          |                                |                       | \$724.55    |
| 146 | ECHO GROUP INC                          | BALLASTS                       | 01 2620 610 1 001 000 | \$223.54    |
| 147 | ECHO GROUP INC                          | SUPPLIES                       | 01 2620 610 1 001 000 | \$465.75    |
| 148 | ECHO GROUP INC                          | BULBS                          | 01 2620 610 1 001 009 | \$94.12     |
| 149 | ECHO GROUP INC                          | BALLASTS                       | 01 2620 610 2 001 000 | \$223.54    |
| 150 | ECHO GROUP INC                          | SUPPLIES                       | 01 2620 610 2 001 000 | \$465.75    |
| 151 | ECHO GROUP INC                          | SUPPLIES                       | 01 2620 610 2 001 001 | \$438.75    |
| 152 | <b>ECHO GROUP INC Total</b>             |                                |                       | \$1,911.45  |
| 153 | EGAN SUPPLY COMPANY                     | BATTERY INSTALLATION           | 01 2610 431 1 001 014 | \$3,618.92  |
| 154 | EGAN SUPPLY COMPANY                     | CUSTODIAL SUPPLIES             | 01 2610 610 1 001 000 | \$1,776.62  |
| 155 | EGAN SUPPLY COMPANY                     | CUSTODIAL SUPPLIES             | 01 2610 610 1 001 000 | \$1,581.55  |
| 156 | EGAN SUPPLY COMPANY                     | CUSTODIAL SUPPLIES             | 01 2610 610 1 001 000 | \$3,538.08  |
| 157 | EGAN SUPPLY COMPANY                     | CUSTODIAL SUPPLIES             | 01 2610 610 1 001 000 | \$159.56    |
| 158 | EGAN SUPPLY COMPANY                     | CUSTODIAL SUPPLIES             | 01 2610 610 2 001 000 | \$1,776.61  |
| 159 | EGAN SUPPLY COMPANY                     | CUSTODIAL SUPPLIES             | 01 2610 610 2 001 000 | \$1,581.55  |
| 160 | EGAN SUPPLY COMPANY                     | CUSTODIAL SUPPLIES             | 01 2610 610 2 001 000 | \$3,538.08  |
| 161 | EGAN SUPPLY COMPANY                     | CUSTODIAL SUPPLIES             | 01 2610 610 2 001 000 | \$159.56    |
| 162 | EGAN SUPPLY COMPANY                     | JUNIOR HIGH GYM FLOOR GRAPHICS | 01 2620 431 2 001 002 | \$14,404.76 |
| 163 | <b>EGAN SUPPLY COMPANY Total</b>        |                                |                       | \$32,135.29 |
| 164 | ELKHORN RURAL PUBLIC POWER              | WOODLAND PARK ELECTRICITY      | 01 2610 621 1 001 012 | \$1,769.44  |
| 165 | <b>ELKHORN RURAL PUBLIC POWER Total</b> |                                |                       | \$1,769.44  |
| 166 | ENVIRONMENTAL SERVICES                  | REMOVAL OF TILE RM 126         | 01 2410 340 1 802 009 | \$3,600.00  |

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| 167 | ENVIRONMENTAL SERVICES              | DISTRICT TESTING           | 01 2620 431 1 001 000 | \$13.00    |
| 168 | ENVIRONMENTAL SERVICES              | TILE REMOVAL               | 01 2620 431 1 001 004 | \$450.00   |
| 169 | ENVIRONMENTAL SERVICES              | DISTRICT TESTING           | 01 2620 431 2 001 000 | \$13.00    |
| 170 | <b>ENVIRONMENTAL SERVICES Total</b> |                            |                       | \$4,076.00 |
| 171 | ESSENTIAL SCREEN                    | BACKGROUND CHECKS          | 01 2510 340 1 001 000 | \$98.88    |
| 172 | ESSENTIAL SCREEN                    | BACKGROUND CHECKS          | 01 2510 340 2 001 000 | \$98.88    |
| 173 | <b>ESSENTIAL SCREEN Total</b>       |                            |                       | \$197.76   |
| 174 | FASTENAL INDUSTRIAL                 | GENERAL SUPPLIES           | 01 2650 610 1 001 000 | \$23.18    |
| 175 | FASTENAL INDUSTRIAL                 | GENERAL SUPPLIES           | 01 2650 610 2 001 000 | \$23.18    |
| 176 | <b>FASTENAL INDUSTRIAL Total</b>    |                            |                       | \$46.36    |
| 177 | FATHER FLANAGAN'S                   | DUNCAN SERVICES            | 01 1200 561 2 004 000 | \$4,616.80 |
| 178 | FATHER FLANAGAN'S                   | DUNCAN SERVICES            | 01 1200 890 2 004 000 | \$2,221.40 |
| 179 | <b>FATHER FLANAGAN'S Total</b>      |                            |                       | \$6,838.20 |
| 180 | FERNAU, JESSICA                     | STAFF MILEAGE              | 01 1292 333 1 004 000 | \$34.57    |
| 181 | <b>FERNAU, JESSICA Total</b>        |                            |                       | \$34.57    |
| 182 | FILTER SHOP, INC, THE               | FILTERS                    | 01 2620 610 1 001 000 | \$264.14   |
| 183 | FILTER SHOP, INC, THE               | FILTERS                    | 01 2620 610 2 001 000 | \$264.13   |
| 184 | <b>FILTER SHOP, INC, THE Total</b>  |                            |                       | \$528.27   |
| 185 | FISHER, TRAVIS                      | NE ELEM CURRICULUM WORK    | 01 6310 151 1 028 000 | \$210.00   |
| 186 | <b>FISHER, TRAVIS Total</b>         |                            |                       | \$210.00   |
| 187 | FITE, KATIE                         | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 1 945 000 | \$107.03   |
| 188 | <b>FITE, KATIE Total</b>            |                            |                       | \$107.03   |
| 189 | FOX, CINDY                          | SCHOOL NURSING CONFERENCE  | 01 2130 580 1 004 000 | \$33.89    |
| 190 | FOX, CINDY                          | SCHOOL NURSING CONFERENCE  | 01 2130 580 2 004 000 | \$33.89    |
| 191 | <b>FOX, CINDY Total</b>             |                            |                       | \$67.78    |
| 192 | FP MAILING SOLUTIONS                | METER RENTAL               | 01 2510 531 1 001 000 | \$138.60   |
| 193 | FP MAILING SOLUTIONS                | METER RENTAL               | 01 2510 531 2 001 000 | \$138.60   |
| 194 | <b>FP MAILING SOLUTIONS Total</b>   |                            |                       | \$277.20   |
| 195 | FROWICK, BRENNNA                    | STAFF MILEAGE              | 01 2151 333 1 004 000 | \$35.38    |
| 196 | <b>FROWICK, BRENNNA Total</b>       |                            |                       | \$35.38    |
| 197 | GILSDORF, RENEE                     | NC ELEM CURRICULUM WORK    | 01 6310 151 1 028 000 | \$210.00   |
| 198 | <b>GILSDORF, RENEE Total</b>        |                            |                       | \$210.00   |
| 199 | GINN, RYAN                          | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 1 945 000 | \$84.50    |
| 200 | <b>GINN, RYAN Total</b>             |                            |                       | \$84.50    |
| 201 | GRAINGER                            | VACUUM MOTOR               | 01 2620 610 1 001 000 | \$71.02    |
| 202 | GRAINGER                            | VACUUM MOTOR               | 01 2620 610 2 001 000 | \$71.02    |
| 203 | <b>GRAINGER Total</b>               |                            |                       | \$142.04   |
| 204 | GREENE, CHELSEY                     | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 1 945 000 | \$84.66    |
| 205 | <b>GREENE, CHELSEY Total</b>        |                            |                       | \$84.66    |
| 206 | HAUSMANN, ANGIE                     | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 1 945 000 | \$81.53    |
| 207 | <b>HAUSMANN, ANGIE Total</b>        |                            |                       | \$81.53    |
| 208 | HEADLEY, LINDSAY                    | NC SH CURRICULUM WORK      | 01 6310 151 2 028 000 | \$140.00   |
| 209 | <b>HEADLEY, LINDSAY Total</b>       |                            |                       | \$140.00   |

|     |                                       |                               |                       |             |
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| 210 | HOFFMANN, LAUREN                      | NC ELEM CURRICULUM WORK       | 01 6310 151 1 028 000 | \$210.00    |
| 211 | <b>HOFFMANN, LAUREN Total</b>         |                               |                       | \$210.00    |
| 212 | HOFMANN PLUMBING                      | REPAIRED MECHANICAL ROOM LEAK | 01 2620 431 2 001 001 | \$939.45    |
| 213 | <b>HOFMANN PLUMBING Total</b>         |                               |                       | \$939.45    |
| 214 | HOLIDAY INN KEARNEY                   | NURSES CONF LODGING           | 01 2130 580 1 004 000 | \$124.95    |
| 215 | HOLIDAY INN KEARNEY                   | NURSES CONF LODGING           | 01 2130 580 1 004 000 | \$124.95    |
| 216 | HOLIDAY INN KEARNEY                   | NURSES CONF LODGING           | 01 2130 580 2 004 000 | \$124.95    |
| 217 | HOLIDAY INN KEARNEY                   | NURSES CONF LODGING           | 01 2130 580 2 004 000 | \$124.95    |
| 218 | <b>HOLIDAY INN KEARNEY Total</b>      |                               |                       | \$499.80    |
| 219 | IDENTISYS                             | BADGE HOLDERS AND LANYARDS    | 01 1100 610 1 001 000 | \$45.22     |
| 220 | IDENTISYS                             | BADGE HOLDERS AND LANYARDS    | 01 1100 610 2 001 000 | \$45.22     |
| 221 | <b>IDENTISYS Total</b>                |                               |                       | \$90.44     |
| 222 | IMAGINE LEARNING, LLC                 | DIGITAL LIBRARY               | 01 1100 643 2 016 001 | \$26,500.00 |
| 223 | <b>IMAGINE LEARNING, LLC Total</b>    |                               |                       | \$26,500.00 |
| 224 | INSPIRA FINANCIAL                     | DEPENDENT/HEALTHCARE FEES     | 01 2510 340 1 001 000 | \$220.35    |
| 225 | INSPIRA FINANCIAL                     | DEPENDENT/HEALTHCARE FEES     | 01 2510 340 2 001 000 | \$220.35    |
| 226 | <b>INSPIRA FINANCIAL Total</b>        |                               |                       | \$440.70    |
| 227 | IOWA SCHOOL FOR THE DEAF              | 2ND SEMESTER 2024             | 01 1200 561 2 004 000 | \$31,710.50 |
| 228 | <b>IOWA SCHOOL FOR THE DEAF Total</b> |                               |                       | \$31,710.50 |
| 229 | IXL LEARNING                          | IXL SITE LICENSES AUGUST 2024 | 01 6969 643 1 028 000 | \$25,000.00 |
| 230 | <b>IXL LEARNING Total</b>             |                               |                       | \$25,000.00 |
| 231 | J W PEPPER, INC                       | METHOD BOOKS/SOLO & SMALL     | 01 1100 610 2 117 002 | \$60.95     |
| 232 | J W PEPPER, INC                       | METHOD BOOKS/SOLO & SMALL     | 01 1100 610 2 117 002 | \$120.87    |
| 233 | <b>J W PEPPER, INC Total</b>          |                               |                       | \$181.82    |
| 234 | JANSSEN, TAMMI                        | NC ELEM CURRICULUM WORK       | 01 6310 151 1 028 000 | \$210.00    |
| 235 | <b>JANSSEN, TAMMI Total</b>           |                               |                       | \$210.00    |
| 236 | JOHNS DISPOSAL                        | SHREDDING                     | 01 1100 340 2 209 001 | \$40.00     |
| 237 | JOHNS DISPOSAL                        | SHREDDING                     | 01 1100 610 1 201 003 | \$40.00     |
| 238 | <b>JOHNS DISPOSAL Total</b>           |                               |                       | \$80.00     |
| 239 | JOSTENS                               | CAPS/GOWNS-FREE/REDUCED       | 01 2190 890 2 001 000 | \$318.50    |
| 240 | JOSTENS                               | CAPS/GOWNS-FREE/REDUCED       | 01 2190 890 2 001 000 | \$2,093.00  |
| 241 | JOSTENS                               | CAPS/GOWNS-FREE/REDUCED       | 01 2190 890 2 001 000 | \$3,048.50  |
| 242 | JOSTENS                               | SIGNATURE CHANGE ON DIPLOMA   | 01 2410 610 2 209 001 | \$12.50     |
| 243 | <b>JOSTENS Total</b>                  |                               |                       | \$5,472.50  |
| 244 | KAMPA, ALYSSA                         | PLC INSTITUTE TRAVEL/MEALS    | 01 6998 580 1 945 000 | \$42.11     |
| 245 | <b>KAMPA, ALYSSA Total</b>            |                               |                       | \$42.11     |
| 246 | KELLY SUPPLY COMPANY                  | BEARINGS                      | 01 2610 610 1 001 000 | \$3.34      |
| 247 | KELLY SUPPLY COMPANY                  | SUPPLIES                      | 01 2620 610 1 001 005 | \$28.52     |
| 248 | KELLY SUPPLY COMPANY                  | CAP SLIP                      | 01 2620 610 1 001 014 | \$12.80     |
| 249 | KELLY SUPPLY COMPANY                  | BEARINGS                      | 01 2620 610 2 001 000 | \$3.34      |
| 250 | <b>KELLY SUPPLY COMPANY Total</b>     |                               |                       | \$48.00     |
| 251 | KNIGHT, KARLA                         | STAFF MILEAGE                 | 01 2151 333 2 004 000 | \$11.52     |
| 252 | KNIGHT, KARLA                         | STAFF MILEAGE                 | 01 2152 333 1 004 021 | \$19.30     |

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| 253 | KNIGHT, KARLA                           | STAFF MILEAGE              | 01 2153 333 1 004 000 | \$10.25    |
| 254 | <b>KNIGHT, KARLA Total</b>              |                            |                       | \$41.07    |
| 255 | KURITA AMERICA, INC.                    | WATER TREATMENT            | 01 2620 610 1 001 000 | \$430.86   |
| 256 | KURITA AMERICA, INC.                    | WATER TREATMENT            | 01 2620 610 2 001 000 | \$430.85   |
| 257 | <b>KURITA AMERICA, INC. Total</b>       |                            |                       | \$861.71   |
| 258 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 1 001 000 | \$49.00    |
| 259 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 1 001 003 | \$49.00    |
| 260 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 1 001 004 | \$49.00    |
| 261 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 1 001 005 | \$49.00    |
| 262 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 1 001 008 | \$49.00    |
| 263 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 1 001 009 | \$49.00    |
| 264 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 1 001 010 | \$49.00    |
| 265 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 1 001 012 | \$49.00    |
| 266 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 1 001 014 | \$49.00    |
| 267 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 1 001 021 | \$49.00    |
| 268 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 2 001 000 | \$49.00    |
| 269 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 2 001 001 | \$49.00    |
| 270 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 2 001 002 | \$49.00    |
| 271 | KUSTOM PEST CONTROL                     | PEST REMOVAL SERVICES      | 01 2630 340 2 016 001 | \$49.00    |
| 272 | <b>KUSTOM PEST CONTROL Total</b>        |                            |                       | \$686.00   |
| 273 | LANGENBERG, LISA                        | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 2 945 000 | \$78.75    |
| 274 | <b>LANGENBERG, LISA Total</b>           |                            |                       | \$78.75    |
| 275 | LAQUITA INN KEARNEY                     | NYCI CONF LODGING          | 01 6416 580 1 017 000 | \$259.90   |
| 276 | LAQUITA INN KEARNEY                     | NYCI CONF LODGING          | 01 6416 580 1 017 000 | \$259.90   |
| 277 | LAQUITA INN KEARNEY                     | NYCI CONF LODGING          | 01 6416 580 1 017 000 | \$259.90   |
| 278 | LAQUITA INN KEARNEY                     | NYCI CONF LODGING          | 01 6416 580 1 017 000 | \$259.90   |
| 279 | LAQUITA INN KEARNEY                     | NE CTE CONF HOTELS         | 01 6700 580 2 028 001 | \$259.90   |
| 280 | LAQUITA INN KEARNEY                     | NE CTE CONF HOTELS         | 01 6700 580 2 028 001 | \$259.90   |
| 281 | LAQUITA INN KEARNEY                     | NE CTE CONF HOTELS         | 01 6700 580 2 028 001 | \$259.90   |
| 282 | LAQUITA INN KEARNEY                     | NE CTE CONF HOTELS         | 01 6700 580 2 028 001 | \$129.95   |
| 283 | <b>LAQUITA INN KEARNEY Total</b>        |                            |                       | \$1,949.25 |
| 284 | LAWNCO                                  | LAWN SERVICE (2022-2024)   | 01 2630 420 1 001 000 | \$3,939.00 |
| 285 | LAWNCO                                  | LAWN SERVICE (2022-2024)   | 01 2630 420 2 001 000 | \$3,938.99 |
| 286 | <b>LAWNCO Total</b>                     |                            |                       | \$7,877.99 |
| 287 | LENTON, AMBER                           | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 2 945 000 | \$97.78    |
| 288 | <b>LENTON, AMBER Total</b>              |                            |                       | \$97.78    |
| 289 | LEXIA LEARNING SYSTEMS LLC              | VOL.2 TRAINING             | 01 1200 640 1 004 000 | \$399.00   |
| 290 | LEXIA LEARNING SYSTEMS LLC              | EMPLOYEE TRAINING          | 01 6310 330 1 028 000 | \$2,394.00 |
| 291 | <b>LEXIA LEARNING SYSTEMS LLC Total</b> |                            |                       | \$2,793.00 |
| 292 | LOECKER, EMILY                          | NC ELEM CURRICULUM WORK    | 01 6310 151 1 028 000 | \$210.00   |
| 293 | <b>LOECKER, EMILY Total</b>             |                            |                       | \$210.00   |
| 294 | LOVE SIGNS, INC                         | OFFICE SIGNS               | 01 2310 610 1 001 000 | \$45.00    |
| 295 | LOVE SIGNS, INC                         | OFFICE SIGNS               | 01 2310 610 2 001 000 | \$45.00    |

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| 296 | <b>LOVE SIGNS, INC Total</b>       |                            |                       | \$90.00  |
| 297 | LUBECK, EMMA                       | NC ELEM CURRICULUM WORK    | 01 6310 151 1 028 000 | \$210.00 |
| 298 | <b>LUBECK, EMMA Total</b>          |                            |                       | \$210.00 |
| 299 | MAAS, JODY                         | NC ELEM CURRICULUM WORK    | 01 6310 151 1 028 000 | \$210.00 |
| 300 | <b>MAAS, JODY Total</b>            |                            |                       | \$210.00 |
| 301 | MALMBERG, KADY                     | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 1 945 000 | \$103.10 |
| 302 | <b>MALMBERG, KADY Total</b>        |                            |                       | \$103.10 |
| 303 | MATHESON TRI-GAS INC.              | CHEMICALS                  | 01 2620 610 1 001 000 | \$98.60  |
| 304 | MATHESON TRI-GAS INC.              | CHEMICALS                  | 01 2620 610 2 001 000 | \$98.59  |
| 305 | <b>MATHESON TRI-GAS INC. Total</b> |                            |                       | \$197.19 |
| 306 | MATTEO, ANDREA                     | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 1 945 000 | \$98.69  |
| 307 | <b>MATTEO, ANDREA Total</b>        |                            |                       | \$98.69  |
| 308 | MCCLEARY, JENNA                    | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 2 945 000 | \$81.41  |
| 309 | <b>MCCLEARY, JENNA Total</b>       |                            |                       | \$81.41  |
| 310 | MEISINGER OIL CO                   | BULK OIL/BLUE DEF          | 01 2190 610 2 001 000 | \$330.86 |
| 311 | MEISINGER OIL CO                   | BULK OIL/BLUE DEF          | 01 2650 610 1 001 000 | \$138.50 |
| 312 | MEISINGER OIL CO                   | BULK OIL/BLUE DEF          | 01 2650 610 2 001 000 | \$138.50 |
| 313 | MEISINGER OIL CO                   | BULK OIL/BLUE DEF          | 01 2710 610 1 001 000 | \$42.32  |
| 314 | MEISINGER OIL CO                   | BULK OIL/BLUE DEF          | 01 2710 610 2 001 000 | \$42.32  |
| 315 | MEISINGER OIL CO                   | BULK OIL/BLUE DEF          | 01 2712 610 1 001 000 | \$76.95  |
| 316 | <b>MEISINGER OIL CO Total</b>      |                            |                       | \$769.45 |
| 317 | MENARDS                            | PRESSURE GAUGE             | 01 1100 610 2 016 001 | \$6.99   |
| 318 | MENARDS                            | SILICONE                   | 01 2610 610 1 001 000 | \$12.50  |
| 319 | MENARDS                            | SUPPLIES                   | 01 2610 610 1 001 000 | \$7.48   |
| 320 | MENARDS                            | SUPPLIES                   | 01 2610 610 1 001 000 | \$12.20  |
| 321 | MENARDS                            | SOCKET SET, CLEANER        | 01 2610 610 1 001 000 | \$16.54  |
| 322 | MENARDS                            | GAS CAN                    | 01 2610 610 1 001 009 | \$23.78  |
| 323 | MENARDS                            | NOZZLE                     | 01 2610 610 1 001 012 | \$13.99  |
| 324 | MENARDS                            | SUPPLIES                   | 01 2610 610 2 001 000 | \$7.47   |
| 325 | MENARDS                            | SILICONE                   | 01 2610 610 2 001 000 | \$12.49  |
| 326 | MENARDS                            | SUPPLIES                   | 01 2610 610 2 001 000 | \$12.20  |
| 327 | MENARDS                            | SOCKET SET, CLEANER        | 01 2610 610 2 001 000 | \$16.53  |
| 328 | MENARDS                            | PLUNGER                    | 01 2620 610 1 001 000 | \$3.49   |
| 329 | MENARDS                            | SUPPLIES                   | 01 2620 610 1 001 000 | \$12.87  |
| 330 | MENARDS                            | LAWN SUPPLIES              | 01 2620 610 1 001 000 | \$25.00  |
| 331 | MENARDS                            | SUPPLIES                   | 01 2620 610 1 001 000 | \$9.66   |
| 332 | MENARDS                            | SUPPLIES                   | 01 2620 610 1 001 000 | \$4.63   |
| 333 | MENARDS                            | SUPPLIES                   | 01 2620 610 1 001 000 | \$3.29   |
| 334 | MENARDS                            | VALVE BOX                  | 01 2620 610 1 001 000 | \$3.74   |
| 335 | MENARDS                            | BRACE AND WATER            | 01 2620 610 1 001 000 | \$9.09   |
| 336 | MENARDS                            | SUPPLIES                   | 01 2620 610 1 001 000 | \$24.98  |
| 337 | MENARDS                            | SUPPLIES                   | 01 2620 610 1 001 000 | \$8.00   |
| 338 | MENARDS                            | SUPPLIES                   | 01 2620 610 1 001 000 | \$44.19  |

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| 339 | MENARDS                           | RODS                       | 01 2620 610 1 001 000 | \$7.98     |
| 340 | MENARDS                           | CONCRETE CRACK SEAL        | 01 2620 610 1 001 000 | \$100.08   |
| 341 | MENARDS                           | SHOP SUPPLIES              | 01 2620 610 1 001 000 | \$10.44    |
| 342 | MENARDS                           | SUPPLIES                   | 01 2620 610 1 001 004 | \$10.79    |
| 343 | MENARDS                           | VALVE BOX                  | 01 2620 610 1 001 004 | \$7.48     |
| 344 | MENARDS                           | SUPPLIES                   | 01 2620 610 1 001 005 | \$67.04    |
| 345 | MENARDS                           | SUPPLIES                   | 01 2620 610 1 001 010 | \$19.96    |
| 346 | MENARDS                           | SUPPLIES                   | 01 2620 610 1 001 010 | \$27.67    |
| 347 | MENARDS                           | SUPPLIES                   | 01 2620 610 1 001 010 | \$63.85    |
| 348 | MENARDS                           | SUPPLIES                   | 01 2620 610 2 001 000 | \$12.87    |
| 349 | MENARDS                           | LAWN SUPPLIES              | 01 2620 610 2 001 000 | \$24.99    |
| 350 | MENARDS                           | SUPPLIES                   | 01 2620 610 2 001 000 | \$9.66     |
| 351 | MENARDS                           | SUPPLIES                   | 01 2620 610 2 001 000 | \$4.62     |
| 352 | MENARDS                           | VALVE BOX                  | 01 2620 610 2 001 000 | \$3.74     |
| 353 | MENARDS                           | SUPPLIES                   | 01 2620 610 2 001 000 | \$3.29     |
| 354 | MENARDS                           | SUPPLIES                   | 01 2620 610 2 001 000 | \$44.19    |
| 355 | MENARDS                           | BRACE AND WATER            | 01 2620 610 2 001 000 | \$9.09     |
| 356 | MENARDS                           | SUPPLIES                   | 01 2620 610 2 001 000 | \$24.97    |
| 357 | MENARDS                           | SUPPLIES                   | 01 2620 610 2 001 000 | \$8.00     |
| 358 | MENARDS                           | LAWN SUPPLIES              | 01 2620 610 2 001 000 | \$61.47    |
| 359 | MENARDS                           | RODS                       | 01 2620 610 2 001 000 | \$7.97     |
| 360 | MENARDS                           | CONCRETE CRACK SEAL        | 01 2620 610 2 001 000 | \$100.08   |
| 361 | MENARDS                           | SHOP SUPPLIES              | 01 2620 610 2 001 000 | \$10.43    |
| 362 | MENARDS                           | SANDPAPER                  | 01 2620 610 2 001 001 | \$9.95     |
| 363 | MENARDS                           | SUPPLIES                   | 01 2620 610 2 001 001 | \$33.96    |
| 364 | MENARDS                           | SUPPLIES                   | 01 2620 610 2 001 002 | \$40.50    |
| 365 | MENARDS                           | SUPPLIES                   | 01 2620 610 2 001 002 | \$11.27    |
| 366 | MENARDS                           | LAWN SUPPLIES              | 01 2630 610 1 001 000 | \$61.48    |
| 367 | MENARDS                           | GARDEN STAPLE              | 01 2630 610 1 001 000 | \$4.99     |
| 368 | MENARDS                           | NOZZLE AND WATERING CAN    | 01 2630 610 1 001 012 | \$14.98    |
| 369 | MENARDS                           | GARDEN STAPLE              | 01 2630 610 2 001 000 | \$4.99     |
| 370 | <b>MENARDS Total</b>              |                            |                       | \$1,113.89 |
| 371 | MIDWEST CONSTRUCTION              | STUMP GRINDER              | 01 2630 610 1 001 000 | \$50.00    |
| 372 | MIDWEST CONSTRUCTION              | STUMP GRINDER              | 01 2630 610 2 001 000 | \$50.00    |
| 373 | <b>MIDWEST CONSTRUCTION Total</b> |                            |                       | \$100.00   |
| 374 | MILLER, BETHANIE                  | NE CTE CONFERENCE          | 01 6700 580 2 028 001 | \$26.00    |
| 375 | MILLER, BETHANIE                  | PLC INSTITUTE MEALS        | 01 6998 580 1 945 000 | \$64.62    |
| 376 | <b>MILLER, BETHANIE Total</b>     |                            |                       | \$90.62    |
| 377 | MILLER, DAWNE                     | NC ELEM CURRICULUM WORK    | 01 6310 151 1 028 000 | \$140.00   |
| 378 | <b>MILLER, DAWNE Total</b>        |                            |                       | \$140.00   |
| 379 | MILLER, LAYNE                     | NC ELEM CURRICULUM WORK    | 01 6310 151 1 028 000 | \$210.00   |
| 380 | <b>MILLER, LAYNE Total</b>        |                            |                       | \$210.00   |
| 381 | MILLS, KATARINA                   | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 2 945 000 | \$100.17   |

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| 382 | <b>MILLS, KATARINA Total</b>       |                                |                       | \$100.17    |
| 383 | MITCHELL, KELLY                    | PLC INSTITUTE TRAVEL/MEALS     | 01 6998 580 1 945 000 | \$104.55    |
| 384 | <b>MITCHELL, KELLY Total</b>       |                                |                       | \$104.55    |
| 385 | MODEL ELECTRIC INC                 | ELECTRICAL WORK                | 01 1100 340 1 302 004 | \$1,173.00  |
| 386 | MODEL ELECTRIC INC                 | INSTALLED WRESTLING LIGHT      | 01 2620 431 2 001 001 | \$1,110.00  |
| 387 | <b>MODEL ELECTRIC INC Total</b>    |                                |                       | \$2,283.00  |
| 388 | MOEN, LIBBY                        | NC ELEM CURRICULUM WORK        | 01 6310 151 1 028 000 | \$210.00    |
| 389 | <b>MOEN, LIBBY Total</b>           |                                |                       | \$210.00    |
| 390 | MOORE, SOMMER                      | NC ELEM CURRICULUM WORK        | 01 6310 151 1 028 000 | \$210.00    |
| 391 | <b>MOORE, SOMMER Total</b>         |                                |                       | \$210.00    |
| 392 | NAPA OF NORFOLK                    | RELAY                          | 01 2712 610 1 001 000 | \$61.36     |
| 393 | <b>NAPA OF NORFOLK Total</b>       |                                |                       | \$61.36     |
| 394 | NASCO                              | GENERAL SUPPLIES               | 01 1100 610 1 415 014 | \$212.68    |
| 395 | <b>NASCO Total</b>                 |                                |                       | \$212.68    |
| 396 | NATUS MEDICAL INC                  | CALIBRATE AUDIOMETER           | 01 2130 340 1 004 000 | \$292.00    |
| 397 | NATUS MEDICAL INC                  | CALIBRATE AUDIOMETER           | 01 2130 340 2 004 000 | \$292.00    |
| 398 | <b>NATUS MEDICAL INC Total</b>     |                                |                       | \$584.00    |
| 399 | NCSA                               | CTE CONF REGISTRATION          | 01 2410 580 2 209 001 | \$42.00     |
| 400 | NCSA                               | CTE CONF REGISTRATION          | 01 6700 580 2 028 001 | \$52.00     |
| 401 | NCSA                               | CTE CONF REGISTRATION          | 01 6700 580 2 028 002 | \$26.00     |
| 402 | NCSA                               | CTE CONF REGISTRATION          | 01 6700 810 2 028 001 | \$1,200.00  |
| 403 | <b>NCSA Total</b>                  |                                |                       | \$1,320.00  |
| 404 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 1 001 000 | \$1,008.39  |
| 405 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 1 001 003 | \$2,791.99  |
| 406 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 1 001 004 | \$1,447.14  |
| 407 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 1 001 005 | \$2,504.72  |
| 408 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 1 001 008 | \$2,608.02  |
| 409 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 1 001 009 | \$1,871.35  |
| 410 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 1 001 010 | \$2,272.69  |
| 411 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 1 001 014 | \$9,139.01  |
| 412 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 1 001 021 | \$2,151.72  |
| 413 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 2 001 000 | \$1,008.39  |
| 414 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 2 001 001 | \$44,845.13 |
| 415 | NEBRASKA PUBLIC POWER              | ELECTRICITY                    | 01 2610 621 2 001 002 | \$14,755.82 |
| 416 | <b>NEBRASKA PUBLIC POWER Total</b> |                                |                       | \$86,404.37 |
| 417 | NORFOLK COUNTRY CLUB               | ACTION COUNCIL MEETING LUNCH   | 01 2320 890 1 033 000 | \$21.76     |
| 418 | NORFOLK COUNTRY CLUB               | ACTION COUNCIL MEETING LUNCH   | 01 2320 890 2 033 000 | \$21.76     |
| 419 | <b>NORFOLK COUNTRY CLUB Total</b>  |                                |                       | \$43.52     |
| 420 | NORFOLK DAILY NEWS                 | AFS NEWSPAPER SUBSCRIPTION     | 01 1100 610 2 016 001 | \$145.00    |
| 421 | NORFOLK DAILY NEWS                 | NORFOLK DAILY NEWS             | 01 1100 610 2 209 001 | \$290.00    |
| 422 | <b>NORFOLK DAILY NEWS Total</b>    |                                |                       | \$435.00    |
| 423 | NORFOLK FAMILY YMCA                | S.LANGAN FIT CLUB REIMBURSMENT | 01 6968 340 1 001 014 | \$4,230.00  |
| 424 | <b>NORFOLK FAMILY YMCA Total</b>   |                                |                       | \$4,230.00  |

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| 425 | NORFOLK IMPLEMENT INC                    | OIL AND FILTERS            | 01 2630 610 1 001 000 | \$130.96    |
| 426 | NORFOLK IMPLEMENT INC                    | OIL                        | 01 2630 610 1 001 000 | \$15.20     |
| 427 | NORFOLK IMPLEMENT INC                    | CUTTER BLADE               | 01 2630 610 1 001 000 | \$12.60     |
| 428 | NORFOLK IMPLEMENT INC                    | OIL AND FILTERS            | 01 2630 610 2 001 000 | \$130.96    |
| 429 | NORFOLK IMPLEMENT INC                    | OIL                        | 01 2630 610 2 001 000 | \$15.20     |
| 430 | NORFOLK IMPLEMENT INC                    | CUTTER BLADE               | 01 2630 610 2 001 000 | \$12.60     |
| 431 | <b>NORFOLK IMPLEMENT INC Total</b>       |                            |                       | \$317.52    |
| 432 | NORFOLK WINSUPPLY                        | SUPPLIES                   | 01 2620 610 1 001 000 | \$71.74     |
| 433 | NORFOLK WINSUPPLY                        | CARTRIDGE PULLER           | 01 2620 610 1 001 000 | \$18.67     |
| 434 | NORFOLK WINSUPPLY                        | CARTRIDGE                  | 01 2620 610 1 001 010 | \$20.06     |
| 435 | NORFOLK WINSUPPLY                        | SUPPLIES                   | 01 2620 610 2 001 000 | \$71.74     |
| 436 | NORFOLK WINSUPPLY                        | CARTRIDGE PULLER           | 01 2620 610 2 001 000 | \$18.67     |
| 437 | NORFOLK WINSUPPLY                        | SUPPLIES                   | 01 2620 610 2 001 001 | \$30.38     |
| 438 | <b>NORFOLK WINSUPPLY Total</b>           |                            |                       | \$231.26    |
| 439 | NORTHEAST COMMUNITY COLLEGE              | HEARTSAVER CPR             | 01 2130 330 1 004 000 | \$108.00    |
| 440 | NORTHEAST COMMUNITY COLLEGE              | ACR ADULT CPR              | 01 2130 330 1 004 000 | \$336.00    |
| 441 | NORTHEAST COMMUNITY COLLEGE              | HEARTSAVER CPR             | 01 2130 330 2 004 000 | \$108.00    |
| 442 | NORTHEAST COMMUNITY COLLEGE              | ACR ADULT CPR              | 01 2130 330 2 004 000 | \$336.00    |
| 443 | <b>NORTHEAST COMMUNITY COLLEGE Total</b> |                            |                       | \$888.00    |
| 444 | OLMER, HEATHER                           | NC ELEM CURRICULUM WORK    | 01 6310 151 1 028 000 | \$210.00    |
| 445 | <b>OLMER, HEATHER Total</b>              |                            |                       | \$210.00    |
| 446 | OSWALD, JARED                            | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 1 945 000 | \$48.21     |
| 447 | OSWALD, JARED                            | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 2 945 000 | \$48.21     |
| 448 | <b>OSWALD, JARED Total</b>               |                            |                       | \$96.42     |
| 449 | PAGANO, TOMMASO                          | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 1 945 000 | \$81.96     |
| 450 | <b>PAGANO, TOMMASO Total</b>             |                            |                       | \$81.96     |
| 451 | PEDERSEN, NICOLE                         | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 1 945 000 | \$105.64    |
| 452 | <b>PEDERSEN, NICOLE Total</b>            |                            |                       | \$105.64    |
| 453 | PERRY,GUTHERY,HAASE                      | LEGAL SERVICES             | 01 2330 317 1 001 000 | \$5,559.33  |
| 454 | PERRY,GUTHERY,HAASE                      | LEGAL SERVICES             | 01 2330 317 1 001 000 | \$846.75    |
| 455 | PERRY,GUTHERY,HAASE                      | LEGAL SERVICES             | 01 2330 317 2 001 000 | \$5,559.32  |
| 456 | PERRY,GUTHERY,HAASE                      | LEGAL SERVICES             | 01 2330 317 2 001 000 | \$846.75    |
| 457 | <b>PERRY,GUTHERY,HAASE Total</b>         |                            |                       | \$12,812.15 |
| 458 | PETERS, LAURA                            | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 2 945 000 | \$81.35     |
| 459 | <b>PETERS, LAURA Total</b>               |                            |                       | \$81.35     |
| 460 | PFEIFER, NICOLE                          | NC ELEM CURRICULUM WORK    | 01 6310 151 1 028 000 | \$210.00    |
| 461 | <b>PFEIFER, NICOLE Total</b>             |                            |                       | \$210.00    |
| 462 | PIONEER ATHLETICS                        | FIELD PAINT                | 01 2620 610 2 001 000 | \$1,830.35  |
| 463 | <b>PIONEER ATHLETICS Total</b>           |                            |                       | \$1,830.35  |
| 464 | POHL, COLLIN                             | PARENT MILEAGE             | 01 6993 333 1 004 000 | \$40.74     |
| 465 | <b>POHL, COLLIN Total</b>                |                            |                       | \$40.74     |
| 466 | PRESENCE LEARNING, INC                   | PSYCH SERVICES             | 01 1100 340 2 991 001 | \$4,235.75  |
| 467 | PRESENCE LEARNING, INC                   | PSYCH SERVICES             | 01 1100 340 2 991 002 | \$4,235.75  |

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| 468 | PRESENCE LEARNING, INC                 | PROFESSIONAL EDUCATIONAL   | 01 2151 320 1 004 000 | \$20,999.46 |
| 469 | <b>PRESENCE LEARNING, INC Total</b>    |                            |                       | \$29,470.96 |
| 470 | PRIME SANITATION SERVICE               | TRASH SERVICE              | 01 2610 420 1 001 000 | \$2,525.25  |
| 471 | PRIME SANITATION SERVICE               | TRASH SERVICE              | 01 2610 420 2 001 000 | \$2,525.25  |
| 472 | <b>PRIME SANITATION SERVICE Total</b>  |                            |                       | \$5,050.50  |
| 473 | PRIORITY COMMUNICATIONS                | INSTALLATION               | 01 1100 340 1 705 008 | \$1,000.00  |
| 474 | PRIORITY COMMUNICATIONS                | SPEAKERS                   | 01 1100 650 1 705 008 | \$1,250.00  |
| 475 | <b>PRIORITY COMMUNICATIONS Total</b>   |                            |                       | \$2,250.00  |
| 476 | PROBASCO, NANCY                        | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 1 945 000 | \$82.72     |
| 477 | <b>PROBASCO, NANCY Total</b>           |                            |                       | \$82.72     |
| 478 | PYRAMID SCHOOL PRODUCTS                | SUPPLIES                   | 01 1100 610 2 016 001 | \$18.88     |
| 479 | PYRAMID SCHOOL PRODUCTS                | SUPPLIES                   | 01 1100 610 2 204 001 | \$241.11    |
| 480 | PYRAMID SCHOOL PRODUCTS                | SUPPLIES                   | 01 1100 610 2 206 001 | \$8.16      |
| 481 | PYRAMID SCHOOL PRODUCTS                | SUPPLIES                   | 01 1100 610 2 212 001 | \$11.38     |
| 482 | PYRAMID SCHOOL PRODUCTS                | SUPPLIES                   | 01 1100 610 2 224 001 | \$129.38    |
| 483 | PYRAMID SCHOOL PRODUCTS                | SUPPLIES                   | 01 1100 610 2 227 001 | \$28.79     |
| 484 | PYRAMID SCHOOL PRODUCTS                | SUPPLIES                   | 01 1200 610 2 291 001 | \$435.94    |
| 485 | PYRAMID SCHOOL PRODUCTS                | SUPPLIES                   | 01 2120 610 2 228 001 | \$58.75     |
| 486 | PYRAMID SCHOOL PRODUCTS                | SUPPLIES                   | 01 2410 610 2 209 001 | \$140.75    |
| 487 | <b>PYRAMID SCHOOL PRODUCTS Total</b>   |                            |                       | \$1,073.14  |
| 488 | QUILL CORPORATION                      | SUPPLIES                   | 01 1100 610 1 430 014 | \$1,894.29  |
| 489 | <b>QUILL CORPORATION Total</b>         |                            |                       | \$1,894.29  |
| 490 | REAL REPTILES LLC                      | INTERACTIVE EDUCATIONAL    | 01 6990 610 1 163 021 | \$400.00    |
| 491 | <b>REAL REPTILES LLC Total</b>         |                            |                       | \$400.00    |
| 492 | REMPFER, KATHERINE                     | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 1 945 000 | \$90.40     |
| 493 | <b>REMPFER, KATHERINE Total</b>        |                            |                       | \$90.40     |
| 494 | RIES, BEN                              | NE CTE CONFERENCE          | 01 6700 580 2 028 001 | \$52.00     |
| 495 | <b>RIES, BEN Total</b>                 |                            |                       | \$52.00     |
| 496 | ROSE, SANDY                            | IC TRAINING FOR C. LAMPERT | 01 2230 340 1 005 000 | \$1,470.00  |
| 497 | ROSE, SANDY                            | IC TRAINING FOR C. LAMPERT | 01 2230 340 2 005 000 | \$1,470.00  |
| 498 | <b>ROSE, SANDY Total</b>               |                            |                       | \$2,940.00  |
| 499 | RSP & ASSOCIATES, LLC                  | ENROLLMENT ANALYSIS        | 01 2310 340 1 001 000 | \$7,000.00  |
| 500 | RSP & ASSOCIATES, LLC                  | ENROLLMENT ANALYSIS        | 01 2310 340 2 001 000 | \$7,000.00  |
| 501 | <b>RSP &amp; ASSOCIATES, LLC Total</b> |                            |                       | \$14,000.00 |
| 502 | RUGG, DAWN                             | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 1 945 000 | \$92.27     |
| 503 | <b>RUGG, DAWN Total</b>                |                            |                       | \$92.27     |
| 504 | SAFESIDE SHREDDING                     | SHREDDING SERVICES         | 01 2510 340 1 001 000 | \$40.00     |
| 505 | SAFESIDE SHREDDING                     | SHREDDING SERVICES         | 01 2510 340 2 001 000 | \$40.00     |
| 506 | <b>SAFESIDE SHREDDING Total</b>        |                            |                       | \$80.00     |
| 507 | SCHOOL HEALTH CORPORATION              | SUPPLIES                   | 01 2130 610 1 004 000 | \$170.77    |
| 508 | SCHOOL HEALTH CORPORATION              | SUPPLIES                   | 01 2130 610 2 004 000 | \$170.77    |
| 509 | SCHOOL HEALTH CORPORATION              | SUPPLIES                   | 01 2131 610 1 004 000 | \$30.13     |
| 510 | SCHOOL HEALTH CORPORATION              | SUPPLIES                   | 01 2131 610 2 004 000 | \$30.13     |

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| 511 | <b>SCHOOL HEALTH CORPORATION Total</b> |                            |                       | \$401.80    |
| 512 | SEESAW                                 | SEESAW                     | 01 1190 610 1 163 021 | \$2,437.50  |
| 513 | <b>SEESAW Total</b>                    |                            |                       | \$2,437.50  |
| 514 | SETTLES, JASON                         | PLC INSTITUTE MEALS/TRAVEL | 01 6998 580 2 945 000 | \$377.66    |
| 515 | <b>SETTLES, JASON Total</b>            |                            |                       | \$377.66    |
| 516 | SHERWIN-WILLIAMS                       | PAINT                      | 01 1100 610 1 302 004 | \$90.04     |
| 517 | SHERWIN-WILLIAMS                       | PAINT/STAIN                | 01 2410 610 1 904 012 | \$204.74    |
| 518 | <b>SHERWIN-WILLIAMS Total</b>          |                            |                       | \$294.78    |
| 519 | SID #1                                 | WOODLAND PARK WATER/SEWER  | 01 2610 410 1 001 012 | \$143.57    |
| 520 | <b>SID #1 Total</b>                    |                            |                       | \$143.57    |
| 521 | SPECHT, RYAN                           | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 1 945 000 | \$94.55     |
| 522 | <b>SPECHT, RYAN Total</b>              |                            |                       | \$94.55     |
| 523 | STERLING COMPUTERS                     | ONLINE CLOUD BACKUP        | 01 2230 643 1 005 000 | \$9,626.47  |
| 524 | STERLING COMPUTERS                     | ONLINE CLOUD BACKUP        | 01 2230 643 2 005 000 | \$9,626.46  |
| 525 | <b>STERLING COMPUTERS Total</b>        |                            |                       | \$19,252.93 |
| 526 | STRONG, BRUCE                          | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 1 945 000 | \$113.36    |
| 527 | <b>STRONG, BRUCE Total</b>             |                            |                       | \$113.36    |
| 528 | SUDBECK UNDERGROUND                    | BA SPRINKLER SYSTEM        | 01 2630 340 1 001 010 | \$6,214.00  |
| 529 | <b>SUDBECK UNDERGROUND Total</b>       |                            |                       | \$6,214.00  |
| 530 | THELEN, SHAROLYN                       | PLC INSTITUTE TRAVEL/MEALS | 01 6998 580 1 945 000 | \$66.06     |
| 531 | <b>THELEN, SHAROLYN Total</b>          |                            |                       | \$66.06     |
| 532 | THYSSENKRUPP ELEVATOR                  | ELEVATOR MAINT             | 01 2620 431 1 001 000 | \$111.67    |
| 533 | THYSSENKRUPP ELEVATOR                  | ELEVATOR MAINT             | 01 2620 431 1 001 005 | \$223.29    |
| 534 | THYSSENKRUPP ELEVATOR                  | ELEVATOR MAINT             | 01 2620 431 1 001 014 | \$223.29    |
| 535 | THYSSENKRUPP ELEVATOR                  | ELEVATOR MAINT             | 01 2620 431 2 001 000 | \$111.67    |
| 536 | THYSSENKRUPP ELEVATOR                  | ELEVATOR MAINT             | 01 2620 431 2 001 001 | \$223.29    |
| 537 | THYSSENKRUPP ELEVATOR                  | ELEVATOR MAINT             | 01 2620 431 2 001 002 | \$223.29    |
| 538 | <b>THYSSENKRUPP ELEVATOR Total</b>     |                            |                       | \$1,116.50  |
| 539 | TRUCK CENTER COMPANIES                 | SUPPLIES                   | 01 2710 610 1 001 000 | \$64.76     |
| 540 | TRUCK CENTER COMPANIES                 | ENTRY DOOR                 | 01 2710 610 1 001 000 | -\$77.22    |
| 541 | TRUCK CENTER COMPANIES                 | TRANSMISSION INSPECTION    | 01 2710 610 1 001 000 | \$195.50    |
| 542 | TRUCK CENTER COMPANIES                 | SUPPLIES                   | 01 2710 610 2 001 000 | \$64.75     |
| 543 | TRUCK CENTER COMPANIES                 | ENTRY DOOR                 | 01 2710 610 2 001 000 | -\$77.21    |
| 544 | TRUCK CENTER COMPANIES                 | TRANSMISSION INSPECTION    | 01 2710 610 2 001 000 | \$195.50    |
| 545 | <b>TRUCK CENTER COMPANIES Total</b>    |                            |                       | \$366.08    |
| 546 | UNITED STATES POSTAL                   | STAMPS                     | 01 2510 531 1 001 000 | \$2,100.00  |
| 547 | UNITED STATES POSTAL                   | STAMPS                     | 01 2510 531 2 001 000 | \$2,100.00  |
| 548 | <b>UNITED STATES POSTAL Total</b>      |                            |                       | \$4,200.00  |
| 549 | VERIZON WIRELESS                       | CELL PHONES                | 01 2670 382 1 035 000 | \$169.20    |
| 550 | VERIZON WIRELESS                       | CELL PHONES                | 01 2670 382 2 035 000 | \$169.20    |
| 551 | VERIZON WIRELESS                       | CELL PHONES                | 01 2710 382 1 001 000 | \$169.19    |
| 552 | VERIZON WIRELESS                       | CELL PHONES                | 01 2710 382 2 001 000 | \$169.18    |
| 553 | VERIZON WIRELESS                       | CELL PHONES                | 01 3541 382 1 004 000 | \$160.89    |

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| 554 | VERIZON WIRELESS                       | CELL PHONES                    | 01 6910 382 1 004 000 | \$53.63      |
| 555 | VERIZON WIRELESS                       | CELL PHONES                    | 01 6968 382 1 001 014 | \$11.13      |
| 556 | VERIZON WIRELESS                       | CELL PHONES                    | 01 6968 382 2 001 002 | \$11.13      |
| 557 | <b>VERIZON WIRELESS Total</b>          |                                |                       | \$913.55     |
| 558 | VIERGUTZ, BEAU                         | PLC INSTITUTE MEALS/TRAVEL     | 01 6998 580 2 945 000 | \$88.43      |
| 559 | <b>VIERGUTZ, BEAU Total</b>            |                                |                       | \$88.43      |
| 560 | VISTA HIGHER LEARNING                  | EMPLOYEE TRAINING              | 01 6925 330 1 004 000 | \$375.00     |
| 561 | VISTA HIGHER LEARNING                  | EMPLOYEE TRAINING              | 01 6925 330 2 004 000 | \$375.00     |
| 562 | VISTA HIGHER LEARNING                  | ELL STUDENT CURRICULUM         | 01 6925 610 1 004 000 | \$2,930.86   |
| 563 | VISTA HIGHER LEARNING                  | ELL STUDENT CURRICULUM         | 01 6925 610 2 004 000 | \$2,930.85   |
| 564 | VISTA HIGHER LEARNING                  | ELL STUDENT CURRICULUM         | 01 6926 610 1 004 000 | \$2,166.95   |
| 565 | VISTA HIGHER LEARNING                  | ELL STUDENT CURRICULUM         | 01 6926 610 2 004 000 | \$2,166.94   |
| 566 | <b>VISTA HIGHER LEARNING Total</b>     |                                |                       | \$10,945.60  |
| 567 | VOLKER, HOLLY                          | PLC INSTITUTE TRAVEL/MEALS     | 01 6998 580 2 945 000 | \$60.17      |
| 568 | <b>VOLKER, HOLLY Total</b>             |                                |                       | \$60.17      |
| 569 | WERNER, MELISSA                        | PLC INSTITUTE TRAVEL/MEALS     | 01 6998 580 1 945 000 | \$171.79     |
| 570 | <b>WERNER, MELISSA Total</b>           |                                |                       | \$171.79     |
| 571 | WESTERN ROOFING                        | ROOF REPAIRS                   | 01 2620 431 1 001 009 | \$807.69     |
| 572 | WESTERN ROOFING                        | ROOF REPAIRS                   | 01 2620 431 2 001 001 | \$855.03     |
| 573 | <b>WESTERN ROOFING Total</b>           |                                |                       | \$1,662.72   |
| 574 | WOLF, PAM                              | NC ELEM CURRICULUM WORK        | 01 6310 151 1 028 000 | \$210.00     |
| 575 | <b>WOLF, PAM Total</b>                 |                                |                       | \$210.00     |
| 576 | <b>Grand Total</b>                     |                                |                       | \$426,089.67 |
| 577 |                                        |                                |                       |              |
| 578 |                                        |                                |                       |              |
| 579 | <b>NUTRITION FUND</b>                  |                                |                       |              |
| 580 | BERNAL, CECILIA                        | LUNCH ACCT REFUND              | 02 3100 890 0 001 000 | \$37.49      |
| 581 | <b>BERNAL, CECILIA Total</b>           |                                |                       | \$37.49      |
| 582 | ENVIRONMENTAL SERVICES                 | ABESTOS ABATEMENT, STATE       | 02 3100 340 1 001 004 | \$2,250.00   |
| 583 | <b>ENVIRONMENTAL SERVICES Total</b>    |                                |                       | \$2,250.00   |
| 584 | HEARTLAND FIRE PROTECTION              | SEMI-ANNUAL RECERTIFICATION    | 02 3100 340 2 001 001 | \$309.00     |
| 585 | <b>HEARTLAND FIRE PROTECTION Total</b> |                                |                       | \$309.00     |
| 586 | MENARDS                                | KITCHEN SUPPLIES               | 02 3100 610 1 001 004 | \$88.95      |
| 587 | <b>MENARDS Total</b>                   |                                |                       | \$88.95      |
| 588 | MUNOZ, JACQUELYN                       | STUDENT GRADUATED LUNCH ACCT   | 02 3100 890 0 001 000 | \$33.80      |
| 589 | <b>MUNOZ, JACQUELYN Total</b>          |                                |                       | \$33.80      |
| 590 | <b>Grand Total</b>                     |                                |                       | \$2,719.24   |
| 591 |                                        |                                |                       |              |
| 592 |                                        |                                |                       |              |
| 593 | <b>COOPERATIVE FUND</b>                |                                |                       |              |
| 594 | ESSENTIAL SCREEN                       | BACKGROUND CKS FOR SUMMER CAMP | 04 1200 610 1 004 000 | \$180.76     |
| 595 | ESSENTIAL SCREEN                       | BACKGROUND CKS FOR SUMMER CAMP | 04 1200 610 2 004 000 | \$180.76     |
| 596 | <b>ESSENTIAL SCREEN Total</b>          |                                |                       | \$361.52     |

|     |                                        |                                |                       |             |
|-----|----------------------------------------|--------------------------------|-----------------------|-------------|
| 597 | ESU 8                                  | HOFFART/STAUB PAYROLL MARCH-   | 04 1200 111 1 004 000 | \$18,815.33 |
| 598 | ESU 8                                  | HOFFART/STAUB PAYROLL MARCH-   | 04 1200 111 2 004 000 | \$18,815.32 |
| 599 | ESU 8                                  | HOFFART/STAUB SS MARCH-MAY     | 04 1200 221 1 004 000 | \$1,569.86  |
| 600 | ESU 8                                  | HOFFART/STAUB SS MARCH-MAY     | 04 1200 221 2 004 000 | \$1,569.85  |
| 601 | ESU 8                                  | HOFFART/STAUB RETIREMENT       | 04 1200 231 1 004 000 | \$1,858.53  |
| 602 | ESU 8                                  | HOFFART/STAUB RETIREMENT       | 04 1200 231 2 004 000 | \$1,858.52  |
| 603 | ESU 8                                  | HOFFART/STAUB BENEFITS MARCH-  | 04 1200 281 1 004 000 | \$3,218.81  |
| 604 | ESU 8                                  | OTHER PROFESSIONAL SERVICE     | 04 1200 281 1 004 000 | \$12.50     |
| 605 | ESU 8                                  | HOFFART/STAUB BENEFITS MARCH-  | 04 1200 281 2 004 000 | \$3,218.81  |
| 606 | ESU 8                                  | OTHER PROFESSIONAL SERVICE     | 04 1200 281 2 004 000 | \$12.50     |
| 607 | ESU 8                                  | HOFFART/STAUB MILEAGE MARCH-   | 04 1200 580 1 004 000 | \$3,250.54  |
| 608 | ESU 8                                  | HOFFART/STAUB MILEAGE MARCH-   | 04 1200 580 2 004 000 | \$3,250.54  |
| 609 | <b>ESU 8 Total</b>                     |                                |                       | \$57,451.11 |
| 610 | <b>Grand Total</b>                     |                                |                       | \$57,812.63 |
| 611 |                                        |                                |                       |             |
| 612 |                                        |                                |                       |             |
| 613 | <b>SUBSIDIARY FUND</b>                 |                                |                       |             |
| 614 | ALL FOR KIDZ                           | YO-YO SALES                    | 05 2900 610 0 063 000 | \$952.00    |
| 615 | <b>ALL FOR KIDZ Total</b>              |                                |                       | \$952.00    |
| 616 | EAKES OFFICE PLUS                      | C.BEGEMAN NAME PLATE AND       | 05 2900 610 0 081 000 | \$22.70     |
| 617 | <b>EAKES OFFICE PLUS Total</b>         |                                |                       | \$22.70     |
| 618 | MADISON NATIONAL LIFE                  | JULY24 BASIC LIFE FOR RETIREES | 05 2900 610 0 090 000 | \$420.64    |
| 619 | <b>MADISON NATIONAL LIFE Total</b>     |                                |                       | \$420.64    |
| 620 | NPS GENERAL FUND                       | K.BASSETT JUNE PAYROLL         | 05 2900 610 0 038 000 | \$896.67    |
| 621 | <b>NPS GENERAL FUND Total</b>          |                                |                       | \$896.67    |
| 622 | PEDERSEN, NICOLE                       | PLC MEAL REIMBURSEMENT         | 05 2900 610 0 081 000 | \$28.69     |
| 623 | <b>PEDERSEN, NICOLE Total</b>          |                                |                       | \$28.69     |
| 624 | SCHOLASTIC BOOK FAIRS - 8              | BOOK FAIR SALES                | 05 2900 610 0 063 000 | \$1,819.17  |
| 625 | <b>SCHOLASTIC BOOK FAIRS - 8 Total</b> |                                |                       | \$1,819.17  |
| 626 | TEECO INC                              | WATER AND DELIVERY             | 05 2900 610 0 050 000 | \$33.00     |
| 627 | TEECO INC                              | LEASE COOLER AND TANKS/RENTAL  | 05 2900 610 0 050 000 | \$49.00     |
| 628 | <b>TEECO INC Total</b>                 |                                |                       | \$82.00     |
| 629 | TUCKER, TAMI                           | CASH DRAWER FOR SCHEDULE PICK  | 05 2900 610 0 040 000 | \$485.00    |
| 630 | <b>TUCKER, TAMI Total</b>              |                                |                       | \$485.00    |
| 631 | WEST MUSIC COMPANY                     | REPLACEMENT INSTRUMENT         | 05 2900 610 0 040 000 | \$82.90     |
| 632 | <b>WEST MUSIC COMPANY Total</b>        |                                |                       | \$82.90     |
| 633 | <b>Grand Total</b>                     |                                |                       | \$4,789.77  |
| 634 |                                        |                                |                       |             |
| 635 |                                        |                                |                       |             |
| 636 | <b>DEPRECIATION FUND</b>               |                                |                       |             |
| 637 | JOHNSON HARDWARE CO                    | DISTRICT LOCKS                 | 06 2900 610 1 001 000 | \$45,487.20 |
| 638 | JOHNSON HARDWARE CO                    | DISTRICT LOCKS                 | 06 2900 610 2 001 000 | \$45,487.20 |
| 639 | <b>JOHNSON HARDWARE CO Total</b>       |                                |                       | \$90,974.40 |

|     |                                     |                              |                       |             |
|-----|-------------------------------------|------------------------------|-----------------------|-------------|
| 640 | <b>Grand Total</b>                  |                              |                       | \$90,974.40 |
| 641 |                                     |                              |                       |             |
| 642 |                                     |                              |                       |             |
| 643 | <b>SPECIAL BUILDING FUND</b>        |                              |                       |             |
| 644 | HELM MECHANICAL                     | CHILLER REPLACEMENT          | 08 2620 340 2 001 001 | \$45,856.00 |
| 645 | <b>HELM MECHANICAL Total</b>        |                              |                       | \$45,856.00 |
| 646 | <b>Grand Total</b>                  |                              |                       | \$45,856.00 |
| 647 |                                     |                              |                       |             |
| 648 |                                     |                              |                       |             |
| 649 | <b>SENIOR HIGH ACTIVITY FUND</b>    |                              |                       |             |
| 650 | BRADLEY, AARON                      | BLACK HILLS CAMP COACH MEALS | 13 2900 610 2 231 001 | \$164.69    |
| 651 | <b>BRADLEY, AARON Total</b>         |                              |                       | \$164.69    |
| 652 | BSN SPORTS                          | BASKETBALLS & BAGS           | 13 2900 610 2 538 001 | \$477.77    |
| 653 | BSN SPORTS                          | VOLLEYBALLS & SCOREBOOKS     | 13 2900 610 2 545 001 | \$1,384.08  |
| 654 | BSN SPORTS                          | VOLLEY LITE VB'S             | 13 2900 610 2 561 001 | \$1,032.36  |
| 655 | BSN SPORTS                          | PRACTICE SHORTS              | 13 2900 610 2 513 001 | \$522.64    |
| 656 | BSN SPORTS                          | BASKETBALLS & BAGS           | 13 2900 610 2 531 001 | \$687.92    |
| 657 | <b>BSN SPORTS Total</b>             |                              |                       | \$4,104.77  |
| 658 | COLUMBUS LAKEVIEW HIGH              | PASSING LEAGUE REGISTRATION  | 13 2900 610 2 528 001 | \$450.00    |
| 659 | <b>COLUMBUS LAKEVIEW HIGH Total</b> |                              |                       | \$450.00    |
| 660 | CUSTOM SPORTS                       | CAMP SHIRTS                  | 13 2900 610 2 515 001 | \$555.00    |
| 661 | CUSTOM SPORTS                       | CAMP SHIRTS                  | 13 2900 610 2 550 001 | \$555.00    |
| 662 | <b>CUSTOM SPORTS Total</b>          |                              |                       | \$1,110.00  |
| 663 | FRESHMAN STATE                      | REGISTRATION                 | 13 2900 610 2 558 001 | \$275.00    |
| 664 | <b>FRESHMAN STATE Total</b>         |                              |                       | \$275.00    |
| 665 | MEDCO SUPPLY, INC                   | TRAINER SUPPLIES             | 13 2900 610 2 597 001 | \$379.91    |
| 666 | MEDCO SUPPLY, INC                   | TRAINER SUPPLIES             | 13 2900 610 2 597 001 | \$669.97    |
| 667 | MEDCO SUPPLY, INC                   | TRAINER SUPPLIES             | 13 2900 610 2 597 001 | \$654.48    |
| 668 | <b>MEDCO SUPPLY, INC Total</b>      |                              |                       | \$1,704.36  |
| 669 | MENARDS                             | WATER                        | 13 2900 610 2 276 001 | \$10.44     |
| 670 | <b>MENARDS Total</b>                |                              |                       | \$10.44     |
| 671 | MUSIC & ARTS                        | MAKERS SPACE GRANT-MUSICAL   | 13 2900 610 2 563 001 | \$743.13    |
| 672 | MUSIC & ARTS                        | MAKERS SPACE GRANT-MUSICAL   | 13 2900 610 2 563 001 | \$159.20    |
| 673 | <b>MUSIC &amp; ARTS Total</b>       |                              |                       | \$902.33    |
| 674 | NPS GENERAL FUND                    | GUIDANCE STAFF EXTRA DUTY    | 13 2900 610 2 266 001 | \$326.29    |
| 675 | NPS GENERAL FUND                    | ACTIVITY WORKERS             | 13 2900 610 2 523 001 | \$162.99    |
| 676 | NPS GENERAL FUND                    | ACTIVITY WORKERS             | 13 2900 610 2 530 001 | \$811.37    |
| 677 | NPS GENERAL FUND                    | ACTIVITY WORKERS             | 13 2900 610 2 531 001 | \$28.58     |
| 678 | NPS GENERAL FUND                    | ACTIVITY WORKERS             | 13 2900 610 2 533 001 | \$500.40    |
| 679 | NPS GENERAL FUND                    | ACTIVITY WORKERS             | 13 2900 610 2 535 001 | \$816.50    |
| 680 | NPS GENERAL FUND                    | ACTIVITY WORKERS             | 13 2900 610 2 538 001 | \$28.57     |
| 681 | NPS GENERAL FUND                    | ACTIVITY WORKERS             | 13 2900 610 2 540 001 | \$281.07    |
| 682 | NPS GENERAL FUND                    | ACTIVITY WORKERS             | 13 2900 610 2 542 001 | \$816.51    |

|     |                                         |                             |                       |             |
|-----|-----------------------------------------|-----------------------------|-----------------------|-------------|
| 683 | NPS GENERAL FUND                        | ACTIVITY WORKERS            | 13 2900 610 2 554 001 | \$1,776.52  |
| 684 | NPS GENERAL FUND                        | H.WINGATE SPONSOR           | 13 2900 610 2 582 001 | \$822.64    |
| 685 | <b>NPS GENERAL FUND Total</b>           |                             |                       | \$6,371.44  |
| 686 | TEECO INC                               | WATER COOLER                | 13 2900 610 2 500 001 | \$14.25     |
| 687 | <b>TEECO INC Total</b>                  |                             |                       | \$14.25     |
| 688 | UNK ATHLETICS                           | SUMMER CAMP REGISTRATION    | 13 2900 610 2 528 001 | \$825.00    |
| 689 | <b>UNK ATHLETICS Total</b>              |                             |                       | \$825.00    |
| 690 | VARSITY SPIRIT FASHIONS                 | JACKETS                     | 13 2900 610 2 556 001 | \$559.30    |
| 691 | <b>VARSITY SPIRIT FASHIONS Total</b>    |                             |                       | \$559.30    |
| 692 | <b>Grand Total</b>                      |                             |                       | \$16,491.58 |
| 693 |                                         |                             |                       |             |
| 694 |                                         |                             |                       |             |
| 695 | <b>JUNIOR HIGH ACTIVITY FUND</b>        |                             |                       |             |
| 696 | AGPARTS WORLDWIDE, INC                  | CHROMEBOOK PARTS/SUPPLIES   | 14 2900 610 2 842 002 | \$239.90    |
| 697 | AGPARTS WORLDWIDE, INC                  | CHROMEBOOK PARTS/SUPPLIES   | 14 2900 610 2 842 002 | \$279.90    |
| 698 | <b>AGPARTS WORLDWIDE, INC Total</b>     |                             |                       | \$519.80    |
| 699 | ASPI SOLUTIONS INC                      | TRACK REGISTRATION          | 14 2900 610 2 857 002 | \$168.00    |
| 700 | <b>ASPI SOLUTIONS INC Total</b>         |                             |                       | \$168.00    |
| 701 | CHARTWELLS DINING SERVICES              | CAREER DAY LUNCH            | 14 2900 610 2 830 002 | \$850.00    |
| 702 | <b>CHARTWELLS DINING SERVICES Total</b> |                             |                       | \$850.00    |
| 703 | GODFATHERS PIZZA NORFOLK                | CONCESSION SUPPLIES         | 14 2900 610 2 835 002 | \$78.50     |
| 704 | <b>GODFATHERS PIZZA NORFOLK Total</b>   |                             |                       | \$78.50     |
| 705 | MARATHON PRESS INC                      | YEARBOOKS                   | 14 2900 610 2 865 002 | \$162.40    |
| 706 | <b>MARATHON PRESS INC Total</b>         |                             |                       | \$162.40    |
| 707 | TEECO INC                               | LEASE RO, RENT WATER COOLER | 14 2900 610 2 840 002 | \$38.00     |
| 708 | <b>TEECO INC Total</b>                  |                             |                       | \$38.00     |
| 709 | <b>Grand Total</b>                      |                             |                       | \$1,816.70  |
| 710 |                                         |                             |                       |             |
| 711 |                                         |                             |                       |             |
| 712 | <b>STUDENT FEE FUND</b>                 |                             |                       |             |
| 713 | SGW STRINGED INSTRUMENT                 | SUMMER INSTRUMENT REPAIRS   | 17 2190 340 1 028 014 | \$1,490.00  |
| 714 | <b>SGW STRINGED INSTRUMENT Total</b>    |                             |                       | \$1,490.00  |
| 715 | <b>Grand Total</b>                      |                             |                       | \$1,490.00  |



# Little Panthers Preschool Student Handbook

~~2023-2024~~

**2024-2025**



**WELCOME!**

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

## **INTRODUCTION**

Do you want your child to....

Develop the skills to become an avid reader?

Learn beginning math skills?

Improve speech and language skills?

Be creative?

Make decisions independently?

Develop physical coordination?

Get along well with others?

Be self-confident?

Enjoy learning?

Love school?

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

## **ORIENTATION PROCEDURES**

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

## OUR PHILOSOPHY

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

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



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

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

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

Play is the work of young children.



Earlier is NOT Better

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

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

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

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

## THE GOAL OF OUR CURRICULUM

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

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

## WHAT CHILDREN LEARN AT HOME

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

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

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

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

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

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

# DETAILS ABOUT OUR PRESCHOOL PROGRAM

## PROGRAM COSTS

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

## HOURS

Our Little Panthers Preschool program has one location at 2500 W. Norfolk Avenue.

3 Year Old Half Day Classes (3 by July 31st)

Monday, Tuesday, Thursday, Friday

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

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

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

Monday, Tuesday, Thursday, Friday

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

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

## PRESCHOOL ENROLLMENT POLICY

The District's preschool program (Little Panthers Preschool) 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 31<sup>st</sup>

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.

## **AFTER SCHOOL PROGRAM**

Little Panthers Preschool partners with Fits & Giggles Child Care to offer the Wheel After Three aftercare program. This program is held at LPP from 3:00-6:00 each school day. Enrollment for the program will be held in early August. If interested, please reach out to our office to get additional information.

## **MEAL PROGRAM**

Breakfast and Lunch is offered to the full day classes.  
Snack is offered to the half day classes.

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

### **Breakfast:**

Free Meal Eligibility-- Free

Reduced Meal Eligibility-- \$0.30/meal

Full Pay Eligibility-- \$1.60/meal

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

not send breakfast into the school with your child.

#### Lunch:

Free Meal Eligibility-- Free

Reduced Meal Eligibility-- \$0.40/meal

Full Pay Eligibility-- \$2.95/meal

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

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

### **PROGRAM OPERATIONS AND CLOSING**

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

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

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

## **GENERAL POLICIES**

### **VOLUNTEERING IN THE CLASSROOM**

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

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

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

## **ILLNESS**

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

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

## **RETURN FROM ILLNESS**

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

## **ADMINISTERING MEDICINE**

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

## **OUTDOOR PLAY**

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

## **CLOTHING**

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

## **TOYS/JEWELRY/ITEMS FROM HOME**

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

## **ATTENDANCE**

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

## **REPORTING SUSPECTED ABUSE**

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

## **POSITIVE BEHAVIOR SUPPORTS**

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

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

\*At LPP, we are RESPECTFUL

We use listening ears and inside voices.

\*At LPP, we are RESPONSIBLE

We use helping hands.

\*At LPP, we are SAFE

We use walking feet and kind hands **a calm body**.

By using the same positive language at home, your child will be more likely to

understand the importance of these skills.

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

## **PARENTAL/GUARDIAN SUPPORT**

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

### **As a Little Panthers Pawsitive Parent, I will:**

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

## **SUPPLIES**

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

## **DROP-OFF & PICK-UP**

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

For drop off and pick up, we use four doors at Little Panthers Preschool. This allows for better parking and traffic flow and also allows our students to be greeted at the

door and walked to their classrooms. Based on your child's classroom placement, they will enter a numbered door as follows:

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

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

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

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

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

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

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

## **TRANSPORTATION**

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

## **BIRTHDAYS**

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

## **HAND WASHING**

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

## **CONTACTING US**

Please feel free to contact us at 402-644-2501 if you have any questions or concerns. You can reach teachers before and after school or on Wednesdays. We are happy to return phone calls or meet with you after school. Please note that the

mornings are usually a very busy time of the day which makes it difficult to have an extended conversation, so if you need the time and attention of the teacher, please feel free to ask for a scheduled meeting time.

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

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



## HARASSMENT POLICY (5401) for STUDENTS AND STAFF

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

### A. Elimination of Discrimination.

The Norfolk Public School District hereby gives this statement of compliance and intends to comply

with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

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

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

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

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

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

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

### 1. Purpose:

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

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

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

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

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

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

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

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of

possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

## 2. Anti-retaliation:

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

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

## 3. Grievance (or Complaint) Procedures:

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

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

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

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

### i. Level 1 (Investigation and Findings):

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

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District

will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

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

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

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

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

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

4. Confidentiality:

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

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

5. Training:

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

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

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

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

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

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

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

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

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

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

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

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

j. Recommending changes to this policy and grievance procedure.

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

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

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

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

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

## **Section 9 Student Privacy Protection Policy**

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

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

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

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

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

which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

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

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

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

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

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

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

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to

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

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

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

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

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

### **Insurance**

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

### **Professional Boundaries**

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

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework,

class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades)

- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the

sexual contact or sexual penetration would take place.

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

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

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

## **Little Panthers Preschool Parent Signature Page**



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

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Students' Rights and Responsibilities**

Nebraska State Law requires that each school district develop rules and regulations regarding students' rights and responsibilities and harassment, and distribute copies to students and parents. The attached rules and regulations are in effect for the ~~2023-2024~~ **2024-2025** school year. We request that you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact a building administrator or the Director of Student Services.

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

Parent/Guardian Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

\_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

\*\*\*\*\*

**Permission for Excursion Trips**

Your child(ren), \_\_\_\_\_

\_\_\_\_\_ NAME GRADE NAME GRADE

\_\_\_\_\_ NAME GRADE NAME GRADE

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

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

Parent/Guardian Signature: \_\_\_\_\_ **I consent:** \_\_\_\_\_

Date: \_\_\_\_\_ **I do not consent:** \_\_\_\_\_

\*\*\*\*\*

**School Directory Publication**

Please check one.

**YES** or **NO**

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

\*\*\*\*\*

**Student Image Use**

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

Parent/Guardian Signature: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**Non-Custodial Parent Notification**

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

Please send information \_\_\_\_\_ in English or \_\_\_\_\_ in Spanish.

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

~~Addition to Student Code of Conduct  
Appendix "3"~~

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

~~PARENT'S AGREEMENT~~

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

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

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

~~Student's Name \_\_\_\_\_~~

~~Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_~~

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

~~(Refer to Policy 6800 on pages 30-33)~~



# **ELEMENTARY HANDBOOK FOR PARENTS**

~~**2023-2024**~~

**2024-2025**

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



Phone: (402)644-2500  
Fax: (402)644-2506  
[jamijothompson@npsne.org](mailto:jamijothompson@npsne.org)  
[www.norfolkpublicschools.org](http://www.norfolkpublicschools.org)  
Twitter: @npspanthers

Dear Students, Parents, and Guardians:

The Norfolk Public Schools staff is excited to partner with you throughout the ~~2023-2024~~ **2024-2025** school year to maintain a positive educational environment that is focused on student learning. Please take some time to review the information in this handbook, as it outlines many important district expectations and procedures that must be followed in order for us to have a successful year.

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

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

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

Sincerely,  
Dr. Jami Jo Thompson  
Superintendent of Schools

# NORFOLK PUBLIC SCHOOLS

## NORFOLK, NEBRASKA

### ELEMENTARY HANDBOOK FOR PARENTS

~~2023-2024~~

2024-2025

Dr. Jami Jo Thompson

Superintendent of Schools

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

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

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

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

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

# Parental Involvement

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

## Parents' Role

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

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

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

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

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

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

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

---

Norfolk Public Schools Student Handbook

## Foreword

### **Intent of Handbook:**

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

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

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**PARENT CALENDAR**

## **WELCOME TO NORFOLK PUBLIC SCHOOLS**

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



## **NORFOLK PUBLIC SCHOOLS' MISSION STATEMENT:**

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

## **THE VISION OF NORFOLK PUBLIC SCHOOLS:**

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

## **ACCESS TO RECORDS**

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

### Notice Concerning Directory Information

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

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

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

## **ADMINISTRATIVE DIRECTORY**

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

Central Administration Building (512 Philip) 644-2500

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

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

Elementary Administrators

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

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

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

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

Washington (644-2557)  
1205 South 2<sup>nd</sup> Street  
Ryan Specht

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

Westside (644-2561)  
1703 Philip Avenue  
Tracy Lichty

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

**ATTENDANCE--(PLEASE READ CAREFULLY)**

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

We further believe that:

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

**PROCEDURES FOR REPORTING ABSENCES**

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

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



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

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

**EXCESSIVE ABSENCES**

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

### PLANNED ABSENCES

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

### BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS

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



### BOUNDARY EXCEPTIONS

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

Criteria for acceptance:

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

Criteria for denial:

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

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

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

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

## **BREAKFAST PROGRAM**

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

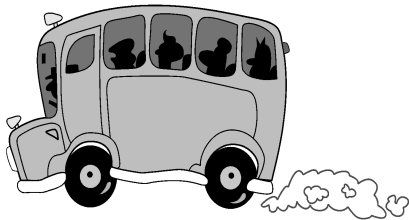
The cost of the program will be based on Free/Reduced and Paid lunch applications. Students who qualify for FREE lunch will also receive a free breakfast. Students who qualify for REDUCED price lunches pay a reduced rate.

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

## **BULLETINS AND ANNOUNCEMENTS**

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

## **BUSES**



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

## **NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:**

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

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

## **CALLS TO POLICE: CRITERIA FOR ADMINISTRATORS**

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

1. Violence
  - Use of weapon
  - Threat to safety of students/staff
  - Punches thrown by either party which constitute a substantial interference with school purposes

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

## **CARE OF SCHOOL PROPERTY**

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

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



## **COMPLAINT ABOUT SCHOOL DISTRICT PERSONNEL**

The Norfolk Public School staff is committed to placing the needs of our students and their families first in our efforts to provide a quality educational program. However, if you encounter a conflict with any school personnel, we encourage you to resolve it directly with them or their immediate supervisor at the building level. If this is not successful, you may complete and file a “Complaint about

School District Personnel” form with the Director of Student Services at the Central Administration Office (512 Philip Avenue). These forms are available from your child’s building principal or the Director of Student Services. Anyone filing such a complaint will be contacted by the Director of Student Services within three (3) school days following receipt of the complaint to begin responding to their concerns. (Board Policy 4003)

## **CONDUCT AND DISCIPLINE**

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

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



Parents can assist in promoting good behavior by:

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

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

## **COPYRIGHT AND FAIR USE**

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

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

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

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

## CURRICULUM

The following subjects are taught in the elementary schools:

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

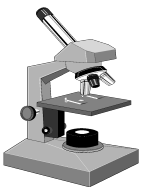
Language Arts – grades K-4 will be using the program entitled WONDERS. This program encourages students to read to learn through the use of higher level thinking skills and using technology to enhance the reading process.



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



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



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

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



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

Programs which complement the basic curriculum areas include:

Drug and Alcohol Awareness

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

## DEMOGRAPHIC CHANGES

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

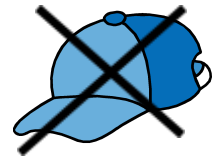
## DRESS CODE



Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness is a desirable facet of the education process. Our public schools are sensitive to rapid changes in dress and grooming. **However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty, and decency.** In general, appearances that detract from the learning atmosphere cannot be permitted. Attending school is the prime responsibility of young people. It is hoped that students of Norfolk will take pride in their appearance and their school. The final decision rests with the building principal. (Board Policy 5101)

Student attire guidelines:

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



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

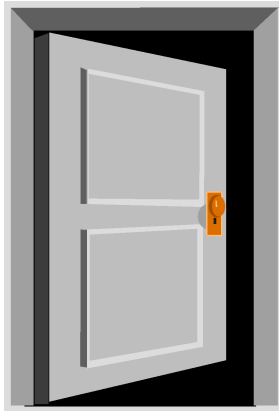
## EMERGENCY EXCLUSION

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

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

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

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



## **ENTRANCE REQUIREMENTS AND REGISTRATION**

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

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

For children born in Nebraska, a state-certified birth certificate may be obtained by contacting:  
**Bureau of Vital Statistics - Nebraska Department of Health and Human Services, Box 95065, Lincoln, Nebraska 68509-5065 or Nebraska Department of Health and Human Services, 209**

**North 5th, Norfolk, NE 68701 (402-370-3124).**

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

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

## **EQUAL TREATMENT OF STUDENTS**

### **SENSITIVE TO STUDENT NEEDS:**

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

### **Procedures**

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

- (1) Have the student or parent/guardian contact one of the school counselors/administrator.
- (2) The counselor/administrator will provide the parent/guardian information on professional assistance outside the school district including trained experts.

- (3) If a student believes their rights have been violated the matter will be sent to the building principal for further review and action if needed. Parent/guardian will be contacted.

## FIELD TRIPS

Throughout the school year classes may take field trips to locations of interest that the children have studied in the classroom. Examples of field trips that are taken would be: zoo, State Capitol, fire station and police station. **Field trip permission can be approved in Infinite Campus online registration. Without permission, students will not be able to attend field trips.** Parents are asked to sign a permission slip in the fall of the year giving their permission for students to go on field trips. ~~This permission slip is found on the cover page of this handbook.~~ In most instances transportation for the field trips will be by school bus.



## FINES

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

## GRADING SYSTEM

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

### Academic Performance Levels for Proficiency Grading

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

### Academic Performance Level for Alpha Grading

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

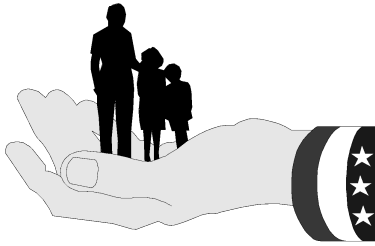
Grade reports to parents will be issued at the end of each quarter or nine-week session.

## GUIDANCE AND COUNSELING SERVICES

All elementary school buildings have a full time guidance counselor assigned to assist students. Elementary guidance counselors serve a variety of roles. **They are the behavioral awareness and health point of contact for the building.** They are available to students for individual and/or group counseling. They may assist teachers and parents in improving children's academic, behavior, and social difficulties in the educational setting. The counselors also provide classroom instruction on topics related to academic, career,

personal and social development. School counselors collaborate with community resources and can offer assistance in connecting parents with those resources.

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



Following are the names of the counselors at each building.

|               |                |              |
|---------------|----------------|--------------|
| Bel Air       | Monica Johnson | 402-644-2539 |
| Grant         | Lisa Moreno    | 402-644-2543 |
| Jefferson     | Beth Werner    | 402-644-2546 |
| Lincoln       | Josi Johnson   | 402-644-2550 |
| Washington    | Tara Brtek     | 402-644-2557 |
| Westside      | Jill Holcomb   | 402-644-2561 |
| Woodland Park | Suzanne Ames   | 402-644-2565 |

## **HARASSMENT POLICY (5401) FOR STUDENTS AND STAFF**

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

#### **A. Elimination of Discrimination.**

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

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

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

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

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

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

##### **1. Purpose:**

The Norfolk Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

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

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

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

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

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

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

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

## **2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination. The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

## **3. Grievance (or Complaint) Procedures:**

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

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

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

i. Level 1 (Investigation and Findings):

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

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation. The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

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

#### **4. Confidentiality:**

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

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

#### **5. Training:**

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

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

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

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

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

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

## **HEALTH SERVICES**

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

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

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

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

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

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

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

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

- **Three doses of DTaP, DTP, DT, Td vaccine, one given on or after the 4<sup>th</sup> birthday**

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

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

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

## **(High Ability Learner) HAL PROGRAM**

What is the HAL Program?

The HAL Program consists of a number of different opportunities that allow intellectually gifted and creatively talented students **in 2nd thru 4th grade** to experience a differentiated curriculum.

Who is eligible for HAL Program activities?

**Step 1** - All students **2nd -4th grade** are screened through the Measures of Academics Progress (**MAPs**) **Test or the Nebraska Student-Centered Assessment System (NSCAS) Test** during the Fall, Winter, and Spring Testing session. Students with scores of 92nd percentile or greater in two content areas would Qualify for HAL services during one testing session. A student with a composite score in a combination of two areas of 92nd percentile would also count towards the two scores.

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

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

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

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

What opportunities are provided through the HAL Program?

~~At the elementary level,~~ **In Grades 2-6** high ability activities are offered to students in their qualifying area of strength. The HAL teachers plan lessons that emphasize leadership, creativity, and problem solving through collaborative small group work in pull-out classes. **In grade 8 students have the opportunity to take an elective class for our High Ability Learner.**

How does HAL affect my child’s placement?

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

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

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

## **HOMELESS STUDENTS POLICY**

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

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

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

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

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

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

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

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an

unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend Norfolk Public Schools based on it being the school of origin, the new school and Norfolk Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally. Office of the Director of Student Programs is the coordinator of homeless student services.

## **HOMEWORK POLICY (6240)**

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



## **INDIAN EDUCATION**

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

## **INSTRUCTION**

### **Parental/Community Involvement in Schools--6400**

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

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form herein above referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.
6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

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

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

### Title I Parental Involvement Policy--6410

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

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

#### Expectations for Parental Involvement

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

- A. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Building the schools' and parents' capacity for strong parental involvement.
- D. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.

- E. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
- F. Involving parents in the activities of the schools served under Title I.

Policy Involvement

Each school served under the Title I program shall:

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

Shared Responsibilities for High Student Academic Achievement

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

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the

extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

#### Accessibility

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

#### Use, Distribution, and Updating of this Policy

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

Every Student Succeeds Act of 2015 will be followed for the ~~2023-2024~~ 2024-2025 school year.

### **INSURANCE**

The Norfolk Public Schools has information about a group insurance program available on the district website under Business Services. Parents may purchase insurance for their children if they so desire. The school district **does not** provide any health or accident insurance for our students. Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier.

#### Computer

### **INTERNET SAFETY AND ACCEPTABLE USE POLICY—6800**

#### A. Internet Safety Policy

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

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image,

graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

#### B. Computer Acceptable Use Policy

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

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

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

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

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

The following are unacceptable uses of the technology resources:

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

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

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

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

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

- 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
- 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
- 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
- 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
- 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- 7. Users shall not engage in any form of vandalism of the technology resources.
- 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

- 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
- 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
- 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. **Disclaimer.** The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

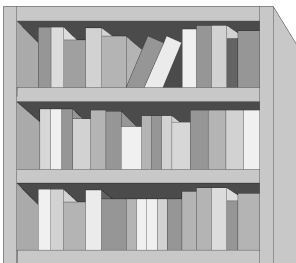
Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting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

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

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

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

## **LIBRARY**



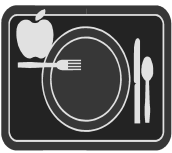
A child may check out a book from the library for a week. If they do not have it read at the end of a week, they may renew it for another week. They may have a second renewal at the end of the second week, but they should return it to the library at the end of three weeks.

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

## **LOST AND FOUND**

Any article that you may find on the school grounds should be turned in to the lost and found in the office. Be sure to check the lost and found if you have lost something. Items unclaimed at the end of each semester will be donated to a local charity. The school is not responsible for lost, stolen, or damaged items.

## **LUNCHES**



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

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

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

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

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

## **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from

discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

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

## **MONTESSORI**

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

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

Norfolk Public Montessori kindergarten has the following enrollment guidelines:

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

Completed kindergarten applications must be made to the principal prior to April 1<sup>st</sup>.

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

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

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

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

## **MULTICULTURAL POLICY**

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

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

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

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

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

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

## **PARENT-TEACHER CONFERENCES**

One of the vital links in a complete communication between parents and the school is through parent-teacher conferences. Special time is scheduled in the fall and in the winter during which



teachers and parents can discuss the progress and problems of the students. If the need becomes evident at any other time, a conference can be scheduled. Parents are encouraged to call their child's teacher any time they have questions or want to meet to discuss their child's performance.

## **PARENT-TEACHER ORGANIZATIONS**

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

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

## **POLICE INTERVIEWS**

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

## **PROFESSIONAL BOUNDARIES RULE**

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

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.

- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

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

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

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

## **PROMOTION AND RETENTION**

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

## **READING IMPROVEMENT ACT (Policy 6213)**

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

## **SAFETY**

For each student's safety, generally all but one door to each school will be locked. Typically, the front door will be unlocked.

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

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

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



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



## **SCHOOL CLOSING/CANCELLATION**

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

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

## **SCHOOL HOURS**

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

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

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



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

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

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

### LEAVING THE BUILDING

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

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

### TARDIES



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

### TRUANCY

Students will be considered truant if they:

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

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

### SPECIAL EDUCATION

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

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

What disabilities are served through special education programs? Children who benefit from the program offered may have one or more of the following disabilities: emotional disturbance, deafness, blindness, hearing impairment, intellectual disability, orthopedic

impairment, other health impairment, specific learning disability, speech-language impairment, visual impairment, autism, or traumatic brain injury. Every effort will be made to educate students with a disability with their non-disabled peers.

How does a child qualify for a special education program?

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

### **STAFF QUALIFICATIONS (NOTICE CONCERNING):**

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

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

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

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

### **STUDENT FEES POLICY**

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided the opportunity for a fee waiver or be provided the necessary materials or equipment without charge. A student who

qualifies for the free or reduced price lunch and breakfast program is not required to participate in the free or reduced price lunch and breakfast program for purposes of this section.

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

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

#### Instructional / Extracurricular and Miscellaneous Fee Guidelines

- (1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- (2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable.
- (3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- (4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (5) Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.
- (6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.
- (7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

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

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

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

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

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

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

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

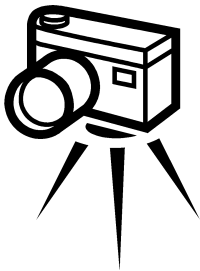
Date of Adoption: March 9, 2015

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*Date of Reaffirmation: April 17, 2023*  
*Date of Revision: June 10, 2024*

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



**STUDENT PHOTOS/VIDEOS**

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

**STUDENT PRIVACY AND PROTECTION**

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

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

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

**Right of Parents to Inspect Instructional Materials:** Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall

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

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

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

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

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

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

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

collected from students for the purpose of marketing or for selling that information). Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

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

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

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

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES--~~SCHOOL~~ STUDENT DISCIPLINE POLICY 5101**

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

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

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

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

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

## **I. GENERAL STANDARDS OF BEHAVIOR:**

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

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

Students should therefore:

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

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

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

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

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

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

## **III. ATTENDANCE POLICY**

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

## **IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR: SUSPENSION OR EXPULSION**

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

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.

- D. Requirement that the student remain in school after regular hours, summers and Saturdays to complete additional work.
- E. Restriction of participation in extracurricular activity.
- F. Involving law enforcement and/or social service agencies.
- G. **Short-term suspension:** Any student may be excluded from the Norfolk Public Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below.

1. Circumstances warranting short-term suspension:

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

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified; the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon as is reasonably possible.
- e. Such suspension may be either "in-school," where in a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where in a student is not permitted to be present on school property. In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.
- f. Opportunity will be given students so suspended to make up work missed.

- g. If the building administrator (Principal) makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Director of Student Services. The appeal must be filed with the Director of Student Services within 5 school days of the receipt of the written notice by the student or the students' parent or guardian. The Director of Student Services shall review the incident and the disciplinary action imposed by the building administrator. The Director of Student Services shall inform the parent or guardian of his/her decision within three calendar days from the date the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services.

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

1. Length of expulsions for regular and special circumstances

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

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

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

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

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

The term “destructive device” means

- 1. any explosive, incendiary, or poison gas such as a (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge of more than one-quarter ounce, (e) mine, or (f) device similar to any of the devices described in the preceding clauses;
  - 2. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as define above); and
  - 3. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph 1. or 2. and from which a destructive device may be readily assembled.
- g. Engaging in the unlawful possession, be under the influence of, selling or use of an illegal substance or alcoholic beverage or that which is represented to be an illegal substance or alcoholic beverage.
  - h. Public indecency.
  - i. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
  - j. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
  - k. Continuation of disruptive activities which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.
- 3 Procedure for long-term suspension/expulsion: The procedure shall be the same as that of short-term suspension except as follows:
- a. The principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
  - b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student’s parent or guardian, and by regular mail to the student.
  - c. Such written notice shall include the following:
    - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
    - (2) The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
    - (3) A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
    - (4) A statement that the building administrator, legal counsel for the school, the student, the student’s parent or guardian, and/or the student’s representative (or legal counsel) shall have the right to examine the student’s

academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

- (5) A form on which the student, student’s parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- d. Nothing in this policy shall preclude the student or the student’s parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
- e. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student’s parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
- f. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
- g. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

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

**ELEMENTARY SCHOOLS CODE OF CONDUCT-POLICY 5101B**

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

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

**Assaults/Fighting**

|    | Infraction                        | 1 <sup>st</sup> Intervention                           | 2 <sup>nd</sup> Intervention                           | 3 <sup>rd</sup> Intervention                           |
|----|-----------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| A1 | Assault on student without injury | ISS/OSS 1-3 days<br>Notify parents, may notify police. | ISS/OSS 1-3 days<br>Notify parents, may notify police. | OSS 3-10 days<br>Notify parents & police.              |
| A2 | Assault on student with injury    | OSS 1-3 days                                           | OSS 5-19 days                                          | Recommendation for expulsion. Notify parents & police. |

|    |                                                                     |                                                                                        |                                                                       |                                                                                              |
|----|---------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|    |                                                                     | Notify parents & police.<br>Possible recommendation<br>for expulsion.                  | Notify parents & police.<br>Possible recommendation<br>for expulsion. |                                                                                              |
| A3 | Assault on school<br>personnel, with or without<br>result of injury | OSS 1-19 days<br>Notify parents & police.<br>Possible recommendation<br>for expulsion. | Recommendation for<br>expulsion.                                      |                                                                                              |
| A4 | Fighting                                                            | Detention/ISS/OSS 1-3<br>days<br>Notify parents, may notify<br>police.                 | Detention/ISS/OSS<br>5-10 days. Notify parents &<br>police.           | Detention/ISS/OSS<br>5-19 days. Notify parents &<br>police. Recommendation for<br>expulsion. |

**Additional Information:**

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

**Threats/Intimidation**

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

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

**Weapons, Firearms, Nuisance Items**

|    | Infraction                                                                   | 1 <sup>st</sup> Intervention                                                                            | 2 <sup>nd</sup> Intervention                                               | 3 <sup>rd</sup> Intervention                                 |
|----|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------|
| B1 | Weapon                                                                       | Possible Detention/ISS/OSS<br>1-15 days. Retain the<br>object.<br>Notify parents, may notify<br>police. | ISS/OSS 1-15 days.<br>Retain object. Notify<br>parents & police.           | OSS 1-15 days<br>Possible recommendation for<br>expulsion.   |
| B2 | Firearm                                                                      | Mandatory 1 calendar year<br>expulsion                                                                  |                                                                            |                                                              |
| B3 | Nuisance or dangerous<br>items; stink bombs, squirt<br>guns, snowballs, etc. | Detention/ISS/OSS<br>1-3 days. Notify parents.<br>Item will be confiscated.                             | Detention/ISS/Oss 1-3 days<br>Notify parents. Item will be<br>confiscated. | OSS 3-5 days<br>Notify parents. Item will be<br>confiscated. |

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

**Weapons**

Students are forbidden to:

- Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other **dangerous weapon** in school, on school grounds or at a school function off school grounds.  
 Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> propelled rifles and pistols, copy-cat or look-a-like rifles or pistols (whether or not they are capable of expelling a projectile) see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles.
- Knowingly possess, handle or transmit any object or material that is ordinarily or generally considered a **firearm**.  
 The term “**firearm**” as described in 18 U.S.C. 921 means
  1. any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive. [This would include rifles, pistols and shotguns.]
  2. the frame or receiver of any such weapon;
  3. any firearm muffler or firearm silencer;
  4. any destructive device. Such term does not include an antique firearm.

The term “**destructive device**” means

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

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

## Drugs, Alcohol

|    | Infraction                                                                                                                                                                                                                                                                                                                                                               | 1 <sup>st</sup> Intervention                                                                                                                | 2 <sup>nd</sup> Intervention                    | 3 <sup>rd</sup> Intervention |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------|
| C1 | Possession, under the influence of and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike imitation<br><br>“Under the influence” means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant. | OSS 1-19 days<br>Notify parents & police.<br>Refer to counselor for substance abuse intervention.<br>Possible recommendation for expulsion. | Recommendation for expulsion.                   |                              |
| C2 | Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.                                                                                                                                                                                                                                                                      | OSS 5-19 days<br>Notify parents and police.<br>Possible recommendation for expulsion.                                                       | OSS 10-19 days<br>Recommendation for expulsion. | Recommendation for expulsion |

|    |                                           |                                                                                      |                                                                             |                               |
|----|-------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------|
| C3 | Possession or sale of drug paraphernalia. | OSS 1-19 days<br>Notify parents and police.<br>Possible recommendation for expulsion | OSS 10-19 days. Notify parents and police.<br>Recommendation for expulsion. | Recommendation for expulsion. |
|----|-------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------|

### **Robbery, Extortion**

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

### **Fire Setting, Arson, Graffiti**

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

### **Theft**

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

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

### **Tobacco, Lighters/Matches**

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

### **Harassment**

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

|  |                                                         |  |  |  |
|--|---------------------------------------------------------|--|--|--|
|  | photographs via cell phone or other electronic devices. |  |  |  |
|--|---------------------------------------------------------|--|--|--|

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

### Violations of School Rules

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

|      |                                                                               |                                                                                                                     |                                                                                     |                                                                                     |
|------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| I 9  | Falsifying or altering signatures; misrepresenting or calling self in         | Conference with administrator. Notify parents. Possible Detention/ISS 1-3 days                                      | ISS 1-3 days<br>Notify parents.                                                     | OSS 1-3 days<br>Notify parents.                                                     |
| I 10 | Gambling in any form; pitching coins, dice, wagering with cards, etc.         | Detention/ISS 1-3 days<br>Conference with administrator. Notify parents.                                            | ISS 1-3 days<br>Notify parents.                                                     | OSS 1-3 days<br>Notify parents                                                      |
| I 11 | Wrongful use of skateboard, roller blades, bicycles, etc. on school property. | Item confiscated. Notify parents. Parents will pick up item at the end of the day. Possible Detention/ISS 1-3 days. | Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days. | Item confiscated. Notify parents. Parents will pick up item. Possible ISS 1-3 days. |

### **Truancy/Loitering**

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

### **Miscellaneous Violations**

|      | Infraction           | 1 <sup>st</sup> Intervention                                                                                                           | 2 <sup>nd</sup> Intervention                                                                                                                                                            | 3 <sup>rd</sup> Intervention                                                                                                            |
|------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| I 17 | Unprepared for class | Conference<br>Teacher notifies parent.                                                                                                 | Conference/Detention<br>Teacher notifies parent.                                                                                                                                        | Student/Teacher contract.<br>Teacher notifies parent.<br>Student and/or parent conference with team.<br>Develop written plan of action. |
| I 18 | Cheating             | Teacher notifies parent & administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher. | Teacher notifies parent & administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Parent & teacher conference with administration. | Teacher notifies parent.<br>Conference with administration.                                                                             |

|      |                                                                                                                               |                                                                                            |                                                                                                                                                        |                                                                                                                                                                                                 |
|------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I 19 | Violation of other school rules & regulations. (i.e. eating food outside the cafeteria, bringing pop into the building, etc.) | Warning issued to student. Administration may confiscate and retain items. Notify parents. | Detention 1-3 days<br>Administration may confiscate and retain items. Notify parents.                                                                  | Detention/ISS 1-3 days<br>Administration may confiscate and retain items. Notify parents.                                                                                                       |
| I 20 | Returning to campus or school property while serving an out of school suspension                                              | 1 additional day will be added to the length of the suspension. Police may be contacted.   | 1-3 additional days will be added to the length of the suspension. Police will be contacted.                                                           | 3-5 additional days will be added to the length of the suspension Police will be contacted.                                                                                                     |
| I 21 | No show for a teacher detention.                                                                                              | Consequences as assigned by the teacher. Teacher will contact parent.                      | Consequences as assigned by the team/teacher. Teacher will contact parent.                                                                             | 2 Office Detentions + original detention to be served with teacher. ISS 1-3 days. Teacher will contact parent.                                                                                  |
| I 22 | Misbehavior for a guest teacher                                                                                               | Detentions or consequences as assigned by the teacher. Teacher will contact parents.       | Conference with administrator. Teacher notifies parent. Office detention/possible ISS 1-3 days Additional consequences may be administered by teacher. | Possible ISS<br>Parent conference. Additional consequences may be administered by teacher and administrative team.                                                                              |
| I 23 | Bus behavior<br><br>Additional consequences apply for repeated incidents after 3 <sup>rd</sup> intervention.                  | Warning/Conference/Parent phone call. Assigned seating. Possible detention.                | Parent phone call. Possible removal from bus 1-7 school days. Possible Detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter. | Parent phone call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester. |
| I 24 | Dress Code                                                                                                                    | Warning. Clothing changed or corrected.                                                    | 1-3 detentions possible. Clothing changed or corrected.                                                                                                | ISS 1-3 days<br>Clothing changed or corrected.                                                                                                                                                  |
| I 25 | Continual violation of school rules                                                                                           | Parent conference with administrator. Possible <b>detention</b> , ISS/OSS 1-3 days.        | Parent conference with administrator. Possible OSS 3-5 days.                                                                                           | Parent conference with administrator. Possible OSS 5-10 days.                                                                                                                                   |

## STUDENT TRANSFERS

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

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

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

- 1) students may transfer to the school district in which they reside

- 2) parents may apply for the Enrollment Option Program and if both districts approve, the student may option to stay in the Norfolk Public Schools.

## **STUDENT VALUABLES**

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

## **SUPPLIES FOR STUDENTS (RECOMMENDED)**

| Grade Level                                            | Recommended Supply List                                                           |                                                                                   |
|--------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Kindergarten                                           | 2 boxes of Crayola Crayons (24 count)                                             |                                                                                   |
|                                                        | 1 4 oz. bottle of Elmer’s glue                                                    |                                                                                   |
|                                                        | 12 #2 Ticonderoga wooden pencils (orange or yellow)                               |                                                                                   |
|                                                        | 1 pair of Fiskar scissors                                                         |                                                                                   |
|                                                        | 1 large book bag                                                                  |                                                                                   |
|                                                        | 1 wide-ruled spiral notebook                                                      |                                                                                   |
|                                                        | 10 glue sticks                                                                    |                                                                                   |
|                                                        | Headphones                                                                        |                                                                                   |
|                                                        | 1 pencil box                                                                      |                                                                                   |
|                                                        | 2 soft pink erasers                                                               |                                                                                   |
|                                                        | 1 package of fine tip Expo markers                                                |                                                                                   |
|                                                        | First Grade                                                                       | 3 boxes of crayons (24 count)                                                     |
|                                                        |                                                                                   | 24 #2 wooden pencils (Ticonderoga preferred, plain colored, not fancy, sharpened) |
|                                                        |                                                                                   | 1 set of Headphones (over the ear)                                                |
| 4 Expo markers                                         |                                                                                   |                                                                                   |
| 2 large pink eraser                                    |                                                                                   |                                                                                   |
| 8 Elmer’s glue sticks                                  |                                                                                   |                                                                                   |
| 1 pair of Fiskar scissors                              |                                                                                   |                                                                                   |
| 1 school box (standard size 5” x 8”)                   |                                                                                   |                                                                                   |
| 4 folders with 2 pockets, red, blue, green and yellow  |                                                                                   |                                                                                   |
| 1 plain, colored spiral notebook (70 count wide-ruled) |                                                                                   |                                                                                   |
| Second Grade                                           | 2 box of Crayons (24 count)                                                       |                                                                                   |
|                                                        | 24 #2 wooden pencils (Ticonderoga preferred, plain colored, not fancy, sharpened) |                                                                                   |
|                                                        | 2 large pink or green erasers                                                     |                                                                                   |
|                                                        | Headphones (Corded/non-wireless, Over the ear, not earbuds)                       |                                                                                   |
|                                                        | 1 pair of Fiskar scissors                                                         |                                                                                   |
|                                                        | 1 4 oz. bottle of Elmer’s glue (for Art projects)                                 |                                                                                   |
|                                                        | 1 pencil box                                                                      |                                                                                   |
|                                                        | 4 folders with 2 pockets (without clasps) (no clasps) Paper, not plastic          |                                                                                   |
|                                                        | 6 glue sticks                                                                     |                                                                                   |
|                                                        | 2 red pens                                                                        |                                                                                   |
|                                                        | 4-6 dry erase markers                                                             |                                                                                   |
|                                                        | 3 wide-ruled spiral notebooks                                                     |                                                                                   |
| Third Grade                                            | 2 box of Crayons (24 or 36 count)                                                 |                                                                                   |
|                                                        | 36 #2 wooden pencils (Ticonderoga preferred)                                      |                                                                                   |
|                                                        | 1 set of headphones                                                               |                                                                                   |
|                                                        | 2 large pink erasers                                                              |                                                                                   |
|                                                        | 1 pair of Fiskar scissors (size appropriate for child)                            |                                                                                   |
|                                                        | 1 4 oz. bottle of Elmer’s glue (for Art projects)                                 |                                                                                   |
|                                                        | small pencil case                                                                 |                                                                                   |

|                                                   |                                                                                                             |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
|                                                   | 4 folders with 2 pockets                                                                                    |
|                                                   | 150 count loose leaf wide-lined notebook paper                                                              |
|                                                   | 2 box of 12 colored pencils                                                                                 |
|                                                   | 4 6 Glue Sticks                                                                                             |
|                                                   | 3 2 Spiral wide-ruled notebooks                                                                             |
|                                                   | 1 large pkg dry erase markers                                                                               |
|                                                   | 1 large book bag                                                                                            |
|                                                   | 2 highlighters                                                                                              |
| Fourth Grade                                      | 150 count loose leaf wide-lined notebook paper                                                              |
|                                                   | 36 #2 wood pencils (Ticonderoga preferred)                                                                  |
|                                                   | 5 plastic folders with 2 pockets No Metal Prongs– red, blue, purple, green, yellow – to organize by subject |
|                                                   | 2 large erasers                                                                                             |
|                                                   | 1 box of 12 colored pencils                                                                                 |
|                                                   | 1 box of Crayons (24 or 36 count)                                                                           |
|                                                   | 1 pair Fiskar scissors (6 inch scissor)                                                                     |
|                                                   | 1 pencil box or bag (no lock and key)                                                                       |
|                                                   | 4-6 glue sticks                                                                                             |
|                                                   | 5 spiral notebooks ( color coded - red, blue purple, green, yellow)                                         |
|                                                   | 3 red pens                                                                                                  |
|                                                   | 8-10 black, FINE TIP dry erase markers (skinny)                                                             |
|                                                   | 2 yellow highlighters                                                                                       |
|                                                   | 1 set of headphones (not earbuds)                                                                           |
| Montessori Kindergarten                           | Shoebox size plastic tote (6qt. or 13 ½ X 8 ⅛)                                                              |
|                                                   | Small plastic pencil box-NO LOCKS PLEASE                                                                    |
|                                                   | 3 spiral notebooks – WIDE RULED ONLY                                                                        |
|                                                   | 4 folders with 2 pockets – NO METAL PRONGS OR PLASTIC FOLDERS                                               |
|                                                   | 24 pack crayons – 2 PACKS                                                                                   |
|                                                   | 24 #2 Sharpened pencils                                                                                     |
|                                                   | 1 pkg Pencil top erasers                                                                                    |
|                                                   | 24 packs of Crayola colored pencils – 2 PACKS                                                               |
|                                                   | 4 large glue sticks                                                                                         |
|                                                   | 1 4oz bottle glue                                                                                           |
|                                                   | Fiskar scissors                                                                                             |
|                                                   | 2 large pink erasers                                                                                        |
|                                                   | Basic clipboard                                                                                             |
|                                                   | 1 set of headphones (earbuds are NOT recommended)                                                           |
|                                                   | Resting Mat (optional)                                                                                      |
|                                                   | 2 Trays of Watercolor Paints                                                                                |
| Montessori 1 <sup>st</sup> /2 <sup>nd</sup> Grade | Shoebox size plastic tote (6 qt. or 13 ½ x 8 ⅛)                                                             |
|                                                   | Small basic plastic pencil box or pencil bag – NO LOCKS PLEASE                                              |
|                                                   | 6 4 Spiral notebooks – WIDE RULED ONLY                                                                      |
|                                                   | 4 3 Folders with 2 pockets – NO METAL PRONGS OR PLASTIC FOLDERS                                             |
|                                                   | 24 #2 sharpened pencils                                                                                     |
|                                                   | Basic Clipboard                                                                                             |
|                                                   | 24 pack crayons                                                                                             |
|                                                   | 24 pack of Crayola colored pencils – 2 PACKS                                                                |
|                                                   | 8- 10 Glue sticks                                                                                           |
|                                                   | 3 Regular Black Sharpies                                                                                    |
|                                                   | Fiskar scissors                                                                                             |
|                                                   | 2 Large Pink erasers                                                                                        |
|                                                   | Headphones (earbuds are NOT recommended)                                                                    |
|                                                   | 2 Trays of Watercolor Paints                                                                                |
| Montessori 3 <sup>rd</sup> /4 <sup>th</sup> Grade | Shoebox size plastic tote (6 qt. or 13 ½ x 8 ⅛)                                                             |
|                                                   | Small basic plastic pencil box or pencil bag – NO LOCKS PLEASE                                              |

|  |                                                 |
|--|-------------------------------------------------|
|  | 8 spiral notebooks – WIDE RULED ONLY            |
|  | 3 PLASTIC folders with metal prongs             |
|  | 24 #2 sharpened pencils – NO MECHANICAL PENCILS |
|  | 24 pack crayons                                 |
|  | 24 pack of Crayola colored pencils – 2 PACKS    |
|  | 4 glue sticks                                   |
|  | Fiskar scissors                                 |
|  | Composition notebook                            |
|  | 1 pkg of thin black felt-tip pens               |
|  | 3 regular black sharpies                        |
|  | Basic Clipboard                                 |
|  | Headphones (earbuds are NOT recommended)        |
|  | 2 Trays of Watercolor Paints                    |



### **TELEPHONE USAGE BY STUDENTS**

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

### **CELL PHONE/COMMUNICATION DEVICES**

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

Students **will be warned about cell phone/device usage**, students who fail to follow the cell phone policy will be subject to the following consequences:

First violation:

~~Cell phone/device will be confiscated and returned to the student at the end of the day.~~ **Teacher conference with student about appropriate use of electronic device. Confiscation of device., student picks up at end of the day.**

Second violation:

~~Cell phone/device will be confiscated and returned to the parent/guardian.~~ **Confiscate device and the parent picks up in the office.**

Third violation:

~~Cell phone/device will be confiscated and returned to the student's parent/guardian. Possible Detention/ISS.~~ **Confiscate device and get to administration office OR send student to the office with device. Possible detention/ISS**

### **VIDEO SURVEILLANCE**

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

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be

used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **VISITING SCHOOL**

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

## **VOLUNTEERS**

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

## **Y KIDS CLUB (Before and After School Care)**

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

**Norfolk Public Schools**  
**Norfolk Middle School**  
**Norfolk, Nebraska**

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August 2024

## Norfolk Public Schools

Dear Students, Parents, and Guardians:

The Norfolk Public Schools' staff is excited to partner with you throughout the 2024-2025 school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

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

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

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

Sincerely,  
Dr. Jami Jo Thompson  
Superintendent of Schools

# Norfolk Middle School

Amy Brown–Principal  
Allyson Veik– Assistant Principal

---

1221 N. 1<sup>st</sup> Street  
Norfolk, Nebraska 68701

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

Dear Middle School Students and Parents/Guardians:

Welcome to Norfolk Middle School! The teachers, support staff, and administration look forward to partnering with you for an amazing year of learning and growth.

Our staff is dedicated to providing a positive learning environment for all students. This includes promoting the attributes of being respectful, responsible, resilient, and resourceful. By holding all students to these expectations, we are able to provide a safe, productive learning environment.

Parent involvement is essential to the success of our students. We encourage parents to set aside time for homework each night, communicate with teachers, and actively participate in the learning of your child. We also invite all parents to be a part of our Parent-Teacher Organization (PTO). Please stay informed about your child's studies, assignments, assessments, and school activities. Working as a team, we will be able to meet your child's educational goals.

The Norfolk Middle School Handbook contains information about the rules and expectations for students, parents, and staff. Please take the time to read through the handbook and communicate these expectations with your child. We appreciate your support and partnership in working together to provide a positive learning environment for all students.

Thank you for the opportunity to work with you and your child. If you have any questions or concerns, please feel free to contact the Middle School office at 402-644-2569. I look forward to a very positive and productive year together.

Sincerely,  
Amy Brown  
Principal

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

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

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# **Norfolk Middle School Office Staff**

## **402-644-2569**

### **Principal**

**Amy Brown**

[amybrown@npsne.org](mailto:amybrown@npsne.org)

### **Assistant Principal**

**Allyson Veik**

[allysonveik@npsne.org](mailto:allysonveik@npsne.org)

### **School Resource Officer**

**Officer Brent Tietz**

[OfficerBrent@npsne.org](mailto:OfficerBrent@npsne.org)

### **Juvenile Accountability Liaison**

**Carey Hopkins**

[careyhopkins@npsne.org](mailto:careyhopkins@npsne.org)

### **Principal's Secretary**

**Tami Tucker**

[tamitucker@npsne.org](mailto:tamitucker@npsne.org)

### **MS Attendance / Discipline Secretary**

**Mari Abler**

[mariabler@npsne.org](mailto:mariabler@npsne.org)

## **Norfolk Middle School Counselor's Office**

### **Counselors**

**Mariah Bloomquist**

[mariahbloomquist@npsne.org](mailto:mariahbloomquist@npsne.org)

**Sarah Klinetobe**

[sarahklinetobe@npsne.org](mailto:sarahklinetobe@npsne.org)

### **Counselor's Secretary**

**Missy Borgmann**

[melissaborgmann@npsne.org](mailto:melissaborgmann@npsne.org)

# 2024-2025 Parent Calendar

*Norfolk Middle School Bell Schedules:*

**Daily Schedule**

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

**2:00 Dismissal Schedule**

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

# **Norfolk Middle School Character Education Traits**

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

## **What is TRUST?**

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

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

## **What is RESPECT?**

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

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

## **What is RESPONSIBILITY?**

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

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

## **What is FAIRNESS?**

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

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

## **What is CARING?**

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

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

## **What is CITIZENSHIP?**

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

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

# **NMS General Student Guidelines**

## **Following Directions**

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

## **End of the Day Procedures**

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

## **If Waiting for Your Ride**

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

## **Morning Procedures (5<sup>th</sup> Grade)**

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

## **Morning Procedures (6<sup>th</sup> Grade)**

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

## **Planner Use**

- Step 1: Bring planners to all classes
- Step 2: Fill out assignment completely at the beginning or end of class
- Step 3: Planner checks may happen at the end of the day

- Step 4: Use as a pass between bathroom, library, nurse, etc. (only two per day)
- Step 5: If planner is missing, students are expected to write assignments in a notebook or purchase a new planner from the office

### **Lunch Expectations**

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

### **Hallway Procedures**

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

### **Speaking Respectfully with Adults**

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

### **Suggested Terminology for Voice Levels**

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

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

### Academic Integrity

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

### Guidance

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

### Report Cards/ Progress Reports

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

### **Academic Performance Levels for Proficiency Grading**

|             |                                        |
|-------------|----------------------------------------|
| ADVANCED    | 4=Goes beyond with in depth inferences |
| PROFICIENT  | 3=Performance at grade level target    |
| APPROACHING | 2=Understands simple content           |

|               |                             |
|---------------|-----------------------------|
| NEEDS SUPPORT | 1=Partial success with help |
| NO EVIDENCE   | 0                           |

**Academic Performance Level for Alpha Grading**

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

**Grade Level Promotion Guidelines**

**School Initiated Request**

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

**Parent/Guardian Initiated Request**

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

**Decision Process**

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

**Access to Records**

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 79-4,157, Board Policy 5202, the

Federal Education Right to Privacy Act (FERPA), Military Recruiters (Board Policy 5012) and other applicable law during regular business hours of the school.

#### Notice Concerning Directory Information

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

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

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

#### **Multicultural Policy**

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

- Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Native Americans and Latinos;
- Challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race; Ø Valuing multiple cultural perspectives; and

- Providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

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

### **Special Education**

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

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

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

How does a child qualify for a special education program?

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

### **STAFF QUALIFICATIONS (NOTICE CONCERNING):**

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

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

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

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

### **Make-up Work**

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

### **Pre-arranged Absences**

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

### **Extra - Curricular Activity Participation**

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

### **Activity Involvement / Disciplinary Actions**

Students who are serving out of school suspensions will not be eligible to participate in any school-sponsored games, activities, or performances during the term of their suspension. For example, a student who is serving a three-day out of school

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

### **School Activities / Absences**

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

### **Transportation Guidelines**

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

## **ATTENDANCE/ TARDIES**

### **I. Attendance and Tardy Policies**

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

- **Attendance:** Punctual and regular attendance is an extremely important part of your daily school record. All students are required to attend school daily. State law allows a maximum of twenty days per school year. Absences are excused only when the parents have contacted the school within 24 hours of the absence. All absences (excused or unexcused) shall count towards the twenty-day limit, except for school activity absences and suspensions. Parents will be

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

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

### **Procedure for Reporting Absences**

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

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

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

### **Excessive Absences**

Parents will be notified by mail when their student has 5, 10, 15, and 20 absences from any class during the year. On the 10<sup>th</sup> and 15<sup>th</sup> absence, a meeting will be requested to go over an attendance improvement plan. On the 20<sup>th</sup> absence a letter will be sent to the Madison County Attorney's office. It shall be the procedure of the principal to report to the Director of Student Services and to parent/guardians, any student enrolled in the district for excessive absenteeism on the part of such student. The term "excessive absenteeism," as used herein, shall mean verified and unexcused absences exceeding 11 days per semester or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per school year or the hourly equivalent. The building principal shall investigate factors involved in any case of excessive absenteeism. In the event that the building principal determines that such absences are not justified, he/she may determine such student to be truant. All required procedures of the Norfolk Public School Truancy Policy should then be followed. This may be true even if some or all of the student's absences have been excused by the student's parents/guardians, and the building principal determines such excessive absences are detrimental to the child's educational performance.

### **Norfolk Public School's District Truancy Policy**

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

### **Withdrawals**

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

## General School Policies and Guidelines

### Accidents and Injuries

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

### Attend / Monitor Courses/ Parents

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

### Battery Operated/ Electronic Devices

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

### Bikes/ Skateboards/ Rollerblades

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

### **Birth Certificate**

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

### **Book bags/ Backpacks/ Duffel Bags/Purses or Any Bag Larger Than a Pencil Bag.**

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

### **Breakfast Program**

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

### **Bulletins and Announcements**

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

### **Bus Conduct**

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

### **Expectations for students riding school buses:**

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

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

**Continuum of Consequences for Inappropriate Bus Behavior:**

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

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

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

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

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

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

*These consequences are cumulative for the academic school year.*

### **Cancellation of School**

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

### **Cell Phones/Smart Watches/Communication Devices**

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

### **Cell Phone Guidelines:**

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

- **First Violation:**

Teacher Conference with student about appropriate use of electronic device.

- **Second Violation:**

Teacher Conference with student about appropriate use of electronic device.

Teacher contact parent about inappropriate use of electronic device.

- **Third Violation:**

Confiscate device and bring to administration office, possible detention/ISS

### **Complaints on Materials**

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

### **Computers**

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

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

### **Copyright and Fair Use**

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

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

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

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

### **Dating Violence Policy 5420**

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

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

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

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

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

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

Date of Adoption: May 12, 2014

Date of Reaffirmation: April 9, 2018

Date of Reaffirmation: April 11, 2022

### **Demographic Changes**

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

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

### **Dress Code / Student Attire Guidelines- Policy 5101**

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

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

**Criteria for Student Attire:**

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

- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Please watch the daily forecast and dress appropriately for the weather of the day.
- Skirts and shorts should be long enough to modestly cover the student and keep undergarments covered.
- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest.
- Spiked jewelry/accessories may not be worn at school or at school activities. Additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waist.
- Pajama bottoms or attire deemed as pajamas may not be worn to school.
- Hair color should be non-disruptive to the learning environment.
- Inappropriate tattoos or other marks deemed inappropriate for school need to be removed or covered.
- No costumes

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

### **Elevator**

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

### **Entering and Leaving the Building**

The main entrance for the Norfolk Middle School is the east side of the building (nearest 1<sup>st</sup> Street). After 8:30 am and during the remainder of the school day, parents and other visitors will need to use this entrance to enter the building. The only access on the west side of the building during the school day (nearest the YMCA) will be for staff. The school building will be open on regular school days for scheduled and sponsored activities at 7:30 a.m. Students arriving before this time will not be allowed in the building. Students involved in activities or working with a teacher before school must be under the direction and supervision of the sponsor for the activity or a teacher. Students who are not in scheduled activities may enter the building at 7:40 a.m. Once students are in the building, they are not allowed to leave

without checking out in the main office and only then will be dismissed to a parent or a pre- approved designee. Students need to leave the building promptly after school unless they have an activity or they are under the direct supervision of a teacher, coach, or administrator.

#### **Before School and Students Entering the Building in the Morning:**

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

#### **After School and Students Exiting the Building**

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

### **Exemption Procedure**

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

### **Fines**

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

### **Fire Drills**

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

### **Grievance Procedure**

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

## **Hazing**

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

## **Health Records**

### **Immunization Information**

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

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

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

student is 11-15 years of age

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

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

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

## **Health Services**

The school nurse's office is located on the first floor near the main office in room 153. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable diseases, encouragement of physical and dental examinations and promoting sound mental health. A nurse or her designee will be in the office every morning for the purpose of checking those who have been absent and helping those who may feel ill. Any student who has to leave the school because of illness must first check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to

call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a nonprescription medication during school, the following procedures are to be followed.

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

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

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

### **Homeless Students Policy**

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

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

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

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

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

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

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

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

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

### **Indian Education**

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

### **Insurance**

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

### **Internet Policy**

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

### **Lockers**

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

#### **Students should follow the locker regulations given below:**

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

### **Lost and Found**

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

### **Lunch / Closed Campus**

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

### **Lunch Guidelines**

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

### *Nondiscrimination Statement*

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

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

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

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

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

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

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

*This institution is an equal opportunity provider.*

### **Media / Student Photos**

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

### **Media Center**

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

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

### **Notice Concerning Designation Of Law Enforcement Unit:**

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

### **Notification of Concern**

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

### **Parental Involvement in Education (LB 1161)**

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

### **Police Interviews-Policy 5413**

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

### **Professional Boundaries Rule**

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

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

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

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

describing a party that the employee attended.

- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

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

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

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

### **Reading**

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

### **Expectations for Reading Time**

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

### **School Campus**

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

### **School - Community Intervention Program (SCIP)**

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

### **Search and Seizure- Policy 5406**

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

**Securing a Teacher's Help**

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

## **Student Services / Discipline**

### **Behavior Expectations**

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

### **Student Behavior**

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

### **Student Discipline**

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

### **Student Privacy Protection**

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

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's

first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

marketing or for selling that information). Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

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

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

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

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

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

### **Student Visitors**

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

### **Discipline at School Functions**

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

### **Credit for Course Work during Suspension**

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

### **Detentions**

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

### **Telephones**

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

### **Testing**

It shall also be the policy of the District to notify a parent/guardian when the student will participate in standard norm-referenced or criterion referenced tests such as, but

not limited to, NSCAS, MAPS Testing. When reasonable to do so, the parent/guardian will be notified where a sample of the test might be examined and the date upon which the test will be administered.

### **Trespassing**

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

### **Video Surveillance**

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

### **Visitors**

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

# **Norfolk Public Schools District Policies**

## **Title I Parental Involvement Policy--6410**

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

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

### **Expectations for Parental Involvement**

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

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

involvement, and to revise, if necessary, the parental involvement policies of the District.

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

#### Policy Involvement

Each school served under the Title I program shall:

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

#### Shared Responsibilities for High Student Academic Achievement

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

children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

#### Building Capacity for Involvement

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

#### Accessibility

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

#### Use, Distribution, and Updating of this Policy

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local

community, and shall be updated periodically to meet the changing needs of the parents and the school.

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

## **NORFOLK PUBLIC SCHOOL'S DISTRICT HARASSMENT POLICY 5401**

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

### **A. Elimination of Discrimination.**

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

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

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

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

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

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

#### **1. Purpose:**

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

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

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

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

a. Name-calling,

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

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

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

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

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

## **2. Anti-retaliation:**

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

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

## **3. Grievance (or Complaint) Procedures:**

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the

Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

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

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

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

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

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

**4. Confidentiality:**

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

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

**5. Training:**

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

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

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

- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

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

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

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

### **STUDENT FEES POLICY**

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

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

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

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

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

Instructional / Extracurricular and Miscellaneous Fee Guidelines

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

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

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

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

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

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

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

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

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a

vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.

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

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

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

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

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

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

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

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

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

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 Date of Reaffirmation: April 17, 2023  
 Date of Revision: June 10, 2024

## Student Fee List

### Activity Cards

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

### Activity Fees

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

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

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

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

**Fund Raising**

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

**Penalties**

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

**NORFOLK MIDDLE SCHOOL**  
**FEE WAIVER APPLICATION FORM 2024-2025**  
**SCHOOL YEAR**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Band

Orchestra

**For Central Office Use Only**

Approved:

CO Administrator's Signature  
Date

Denied:

CO Administrator's Signature  
Date

- No Lunch Application on File
- No Share Information Form on File
- Cannot Share Information
- Does not qualify for F-R Lunch

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

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

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

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

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

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

### **I. GENERAL STANDARDS OF BEHAVIOR:**

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

Students should therefore:

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

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

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

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

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

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

### **III. ATTENDANCE POLICY**

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

#### IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

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

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

##### 1. Circumstances warranting short-term suspension:

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

##### 2. Procedure for short-term suspension:

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

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

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

1. Length of expulsions for regular and special circumstances

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

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> propelled rifles and pistols, copy-cat or look-alike rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stiletos of any type, or any other dangerous instrument capable of inflicting

cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles; 5) Tasers.

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

The term "destructive device" means

1. any explosive, incendiary, or poison gas such as a (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge of more than one-quarter ounce, (e) mine, or (f) device similar to any of the devices described in the preceding clauses;
  2. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
  3. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph 1. or 2. and from which a destructive device may be readily assembled.
- h. Engaging in the unlawful possession be under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.
- i. Public indecency.
- j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
- k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
- l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school purposes.
3. Procedure for long-term suspension/expulsion: The procedure shall be the same as that of short-term suspension except as follows:
- a. The principal (Building Head Principal or Assistant Principal) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
  - b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian, and student.
  - c. Such written notice shall include the following:
    1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
    2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
    3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
  - d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and

disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

- e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- f. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
- g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
- h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
- i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

4. Alternative Education Program During Expulsion

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

# Norfolk Middle School

## Code of Conduct

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

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

### Assaults/ Fighting

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

### Additional Information:

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

## **Threats/ Intimidation**

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

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

## **Weapons, Firearms, Nuisance Items**

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

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

**Weapons**

Students are forbidden to:

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

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

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

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

The term "destructive device" means

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

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

**Drugs, Alcohol**

|    | <b>Infraction</b>                                                                                                                                                                                                                                                                                                                                                     | <b>1<sup>st</sup> Intervention</b>                                                                                                                      | <b>2<sup>nd</sup> Intervention</b>                                                          | <b>3<sup>rd</sup> Intervention</b> |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------|
| C1 | Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation<br>"Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant. | OSS 5-19 days.<br>Notify parents and police. Refer to counselor for substance abuse intervention. SCIP referral. Possible recommendation for expulsion. | Recommendation for expulsion.                                                               |                                    |
| C2 | Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind.                                                                                                                                                                                                                                                                   | OSS 5-19 days<br>Recommendation for expulsion.                                                                                                          |                                                                                             |                                    |
| C3 | Possession or sale of drug paraphernalia.                                                                                                                                                                                                                                                                                                                             | OSS 5 -19 days.<br>Notify parents and police. SCIP referral. Possible recommendation for expulsion.                                                     | OSS 10 -19 days. Notify parents and police. SCIP referral.<br>Recommendation for expulsion. | Recommendation for expulsion.      |

**Robbery, Extortion**

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

**Fire Setting, Arson, Graffiti**

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

**Theft**

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

**Tobacco, Lighters/ Matches**

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

## Harassment

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

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

## Violations of School Rules

|    | <b>Infraction</b>                                                                                                                                                             | <b>1 Intervention</b>                                                                                       | <b>2 Intervention</b>                                                                                                                                 | <b>3 Intervention</b>                                                                                                                                                    |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | Defiance of authority. Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information. | Detention/ISS<br>1-3 days<br>Notify parents.<br>Conference with administrator.                              | Detention/ISS/OSS<br>1-3 days.<br>Notify parents.<br>Conference with administrator.                                                                   | ISS/OSS 1-5 days.<br>Notify parents.<br>Conference with administrator.                                                                                                   |
| 12 | Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.                                                                                        | Possible detention/ISS 1-3 days<br>Notify parents                                                           | Detention/ISS/OSS<br>1-3 days.<br>Notify parents.                                                                                                     | ISS/OSS 1-5 days<br>Notify parents.<br>Conference with administrator.                                                                                                    |
| 13 | Disruption while in ISS                                                                                                                                                       | Possible OSS for the remaining days of suspension.<br>Re-serve ISS the following day.                       | Possible OSS for the remaining days of the suspension.                                                                                                | OSS for the remaining days of the suspension plus additional days of suspension added.                                                                                   |
| 14 | Misuse of electronic devices i.e. Cell phones, cameras, smartwatch radios, laser pens, etc. Prior approval for educational purposes is exempt.                                | Teacher Conference with student about appropriate use of electronic device.                                 | Teacher Conference with student about appropriate use of electronic device.<br>Teacher contacts parents about inappropriate use of electronic device. | Confiscate device and bring to administration office OR send student to the office with device.<br><b>Possible detention/ISS</b>                                         |
| 15 | "NO SHOW" to a before or after school detention assigned by an administrator.                                                                                                 | Detention time doubled for first "NO SHOW". Notify parents.                                                 | ISS 1 day and serve two detentions.<br>Notify parents.                                                                                                | ISS 1-3 days and serve two detentions. Notify parents. OSS for additional occurrences and serve 2 detentions.                                                            |
| 16 | Lunchroom misconduct.                                                                                                                                                         | Detention/ ISS lunch.<br>Supervisor may assign student alternative seating in the lunchroom.                | Assigned seating/ suspension from the lunchroom 1-5 days.<br>Notify parents.                                                                          | Administrator may assign seating/ suspension from the lunchroom 1-10 days. Notify parents. Additional infractions will result in student's loss of lunchroom privileges. |
| 17 | Inappropriate/ Fraudulent use of school phone, computers, or electronic devices                                                                                               | Possible Detention/ISS 1-3 days. Notify parents.<br>May notify police.<br>Loss of privileges for 1-4 weeks. | Possible ISS/OSS 1-3 days.<br>Notify parents.<br>Loss of privileges for remainder of the semester.<br>May notify police.                              | Possible ISS/OSS 3-5 days.<br>Notify parents.<br>May notify police.<br>Loss of privileges for remainder of the school year.                                              |

|     |                                                                                                                                     |                                                                                                                 |                                                                                           |                                                                                           |
|-----|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 18  | Buying or selling food, drinks or any other unauthorized material, including inappropriate / unauthorized use of student ID number. | Conference/Detention<br>Notify parents.                                                                         | Detention/ISS 1-3 days.<br>Notify parents.                                                | ISS/OSS 1-3 days.<br>Notify parents.                                                      |
| 19  | Falsifying or altering signatures; misrepresenting or calling self in.                                                              | Conference with administrator.<br>Notify parents.<br>Possible ISS 1-3 days.                                     | ISS 1-3 days.<br>Notify parents.                                                          | OSS 1-3 days<br>Notify parents.                                                           |
| 110 | Gambling in any form; pitching coins, dice, wagering with cards, etc.                                                               | Detention/ISS 1-3 days.<br><br>Conference with administrator.<br>Notify parents.                                | ISS 1-3 days.<br>Notify parents.                                                          | OSS 1-3 days<br>Notify parents.                                                           |
| 111 | Wrongful use of skateboard, roller blades, bicycles, etc. on school property.                                                       | Item confiscated.<br>Notify parents.<br>Parents will pick up item at the end of the day. Possible ISS 1-3 days. | Item confiscated.<br>Notify parents.<br>Parents will pick up item. Possible ISS 1-3 days. | Item confiscated.<br>Notify parents.<br>Parents will pick up item. Possible ISS 1-3 days. |

### **Truancy / Loitering**

|         |                                                       |                                                                                                              |                                                                                     |                                                                                     |
|---------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 11<br>2 | Truancy (1 period)                                    | Detention.<br>Notify parents.                                                                                | Detention/ISS 1-3 days.<br>Conference.                                              | Detention/ISS 3-5 days.                                                             |
| 11<br>3 | Truancy (3 or more periods)                           | ISS 1-3 days.<br>Notify parents.                                                                             | ISS 3-5 days.<br>Conference.                                                        | OSS 1-3 days.<br>Parent conference with administration.<br>Police may be contacted. |
| 11<br>4 | Unauthorized entry into any unsupervised school area. | Conference with administrator.<br>ISS 1-3 days. May notify parents.                                          | ISS 3-5 days.<br>Possible OSS 1-3 days.<br>Notify parents. May contact police.      | OSS 1-5 days<br>Notify parents.                                                     |
| 11<br>5 | Loitering                                             | Conference with administrator. May issue detention.                                                          | Detention/ISS 1-3 days.<br>Notify parents.                                          | ISS 1-3 days.<br>Notify parents.                                                    |
| 11<br>6 | Leaving school without following procedure            | Conference with administrator. Notify parents. Student will be marked unverified. Possible ISS/OSS 1-3 days. | Possible ISS/OSS 1-3 days.<br>Notify parents.<br>Student will be marked unverified. | ISS/OSS 1-3 days.<br>Notify Parents.<br>Student will be marked unverified.          |

## Miscellaneous Violations

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

|     |                                                                                   |                                                                                          |                                                                                               |                                                                                                                 |
|-----|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 120 | Returning to campus or school property while serving an out of school suspension. | 1 additional day will be added to the length of the suspension. Police may be contacted. | 1- 3 additional days will be added to the length of the suspension. Police will be contacted. | 3-5 additional days will be added to the length of the suspension. Police will be contacted.                    |
| 121 | No show for a teacher detention.                                                  | Consequences as assigned by the teacher. Teacher will contact parent.                    | Consequences as assigned by the team /teacher. Teacher will contact parent.                   | 2 Office Detentions + Original detention to be served with teacher. ISS 1 -3 days. Teacher will contact parent. |

|     |                                                                                                                    |                                                                                      |                                                                                                                                                            |                                                                                                                                                                                                   |
|-----|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I22 | Misbehavior for a guest teacher                                                                                    | Detentions or consequences as assigned by the teacher. Teacher will contact parents. | Conference with administrator. Teacher notifies Parent. Office detention / Possible ISS 1-3 days. Additional consequences may be administered by teacher.  | Possible ISS (1-3 days) or OSS (1-3 days). Parent conference. Additional consequences may be administered by teacher and administrative team.                                                     |
| I23 | Bus Behavior<br><br><b>Additional consequences apply for repeated incidents after 3<sup>rd</sup> intervention.</b> | Warning/ Conference/ Parent Phone Call. Assigned seating. Possible Detention.        | Parent Phone Call. Possible Removal from Bus 1-7 school days. Possible Detention / ISS (1-3) days. Bus Letter sent home. Assigned seating rest of quarter. | Parent Phone Call. Possible meeting. Removal from bus 7-30 school days. Possible ISS (3-5) days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester. |
| I24 | Dress Code                                                                                                         | Warning. Clothing changed or corrected.                                              | 1-3 detentions. Clothing changed or corrected.                                                                                                             | ISS 1-3 days. Clothing changed or corrected.                                                                                                                                                      |
| I25 | Continual violation of school rules                                                                                | Parent conference with administrator. Possible OSS 1-5 days.                         | Parent conference with administrator. Possible OSS 3-5 days.                                                                                               | Parent conference with administrator. Possible OSS 5-10 days.                                                                                                                                     |

Norfolk Public Schools  
Norfolk, Nebraska  
August 2023 2024

Dear Students, Parents, and Guardians:

The Norfolk Public Schools’ staff is excited to partner with you throughout the 2023-2024 2024-2025 school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

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

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

Please return the attached Acknowledgement Sheet for our files. If you have any questions regarding the attached material, please feel free to contact a building administrator or the Director of Student Services.

Sincerely,  
Dr. Jami Jo Thompson  
Superintendent of Schools

\*\*\*\*\*

Please sign and return this form to the main office upon receipt of the handbook.

August 2023

The family of \_\_\_\_\_ (print student’s name) understand that the student’s handbook contain information regarding the Rules and Regulations for Student Conduct and Students’ Rights and Responsibilities, Harassment Policy, Internet Policy, Student Technology Use agreement, Bus Conduct, Excursion trips, Student Fees Policy, and Student’s Rights and Responsibilities in Extracurricular Activities for the students in the Norfolk Public Schools. We understand that each student is responsible for becoming familiar with the handbook and know the information contained in it. We will read the handbook information:

\_\_\_\_\_ online at [www.norfolkpublicschools.org](http://www.norfolkpublicschools.org)

\_\_\_\_\_ on our student chromebook

\_\_\_\_\_ requested and received a hard copy from school personnel

Yes \_\_\_\_\_ No \_\_\_\_\_ I give permission for my child’s school and the Norfolk Public Schools to include my child’s name/picture in school publications, website or newspaper/radio announcements.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2

# Norfolk Junior High School

Beau Viergutz, Principal

Amber Lenton, Assistant Principal, Jordan Hinrichs, Dean of Students/Activities Director

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510 Pasewalk Ave. (402) 644-2516 Norfolk, Nebraska 68701-5296 F (402) 644-2519

August, 2024

Junior High Students and Parents /Guardians,

Welcome to Norfolk Junior High. We look forward to another year of learning and growing together. Our staff is very proud of everything that the junior high has to offer and we hope that you and your student become an active part of our learning community.

This handbook is designed to be a “guideline” of rules and regulations for students, parents, and staff. If you have any questions, please contact the school office.

Sincerely,

Mr. Beau Viergutz  
Principal

***Norfolk Public Schools Vision Statement***

It is the vision of Norfolk Public Schools to be a top performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

***Norfolk Public Schools District Mission Statement***

The mission of Norfolk Public Schools is to prepare all students to pursue their goals for the future.

**Norfolk Junior  
High School  
Main Office  
402-644-2516**

***Principal***

~~Dr. Jennifer Robinson jenniferrobinson@npsne.org~~ Beau Viergutz [beauviergutz@npsne.org](mailto:beauviergutz@npsne.org)

***Assistant Principal***

~~Beau Viergutz beauviergutz@npsne.org~~ Amber Lenton [amberlenton@npsne.org](mailto:amberlenton@npsne.org)

***Dean of Students/Activities Director***

~~Amber Lenton amberlenton@npsne.org~~ Jordan Hinrichs [jordanhinrichs@npsne.org](mailto:jordanhinrichs@npsne.org)

***School Resource Officer***

Officer Brent Tietz [OfficerBrent@npsne.org](mailto:OfficerBrent@npsne.org)

***Juvenile Accountability Liaison***

Carey Hopkins [careyhopkins@npsne.org](mailto:careyhopkins@npsne.org)

***Principal's Secretary***

~~Cher Moore chermoore@npsne.org~~ Julia Spaulding [juliaspaulding@npsne.org](mailto:juliaspaulding@npsne.org)

***Assistant Principal's Secretary***

~~Robin Mrsny robinmrsny@npsne.org~~ Jennifer Fuentes [jenniferfuentes@npsne.org](mailto:jenniferfuentes@npsne.org)

***Junior High Secretary***

Sandy Claussen [sandyclaussen@npsne.org](mailto:sandyclaussen@npsne.org)

**Junior High  
Guidance Office  
402-644-2523**

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***Guidance Secretary***

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Regular Dismissal 8th Grade Regular Dismissal 7th Grade 1st 8:00 - 8:50 1st  
 8:00 - 8:53

2nd 8:53 - 9:46 2nd 8:56 - 9:49 3rd 9:49 - 10:42 3rd 9:52 - 10:45 4th 10:45 - 11:38 4th 10:48 - 11:41

A-LUNCH 10:45 - 11:12 A-LUNCH 10:48 - 11:12 B-LUNCH 11:14 - 11:38 B-LUNCH 11:14 - 11:41 5th 11:41 - 12:34 5th 11:44 - 12:37 A-LUNCH 11:41 - 12:08 A-LUNCH 11:44 - 12:08 B-LUNCH 12:10 - 12:34 B-LUNCH 12:10 - 12:37 6th 12:37 - 1:30 6th 12:40 - 1:33 7th 1:33 - 2:26 7th 1:36 - 2:29  
8th 2:29 - 3:23 8th 2:32 - 3:25

Wednesday Dismissal 8th Grade Wednesday Dismissal 7th Grade 1st 8:00 - 8:33 1st 8:00 - 8:36

2nd 8:36 - 9:12 2nd 8:39 - 9:15 3rd 9:15 - 9:51 3rd 9:18 - 9:54 ELO 9:54 - 10:19 ELO 9:57 - 10:22 4th 10:22 - 11:06 4th 10:25 - 11:09

A-LUNCH 10:22 - 10:45 A-LUNCH 10:25 - 10:45 B-LUNCH 10:47 - 11:06 B-LUNCH 10:47 - 11:06 5th 11:09 - 11:53 5th 11:12 - 11:56 A-LUNCH 11:09 - 11:32 A-LUNCH 11:12 - 11:32 B-LUNCH 11:34 - 11:53 B-LUNCH 11:34 - 11:56 6th 11:56 - 12:38 6th 11:59 - 12:41 7th 12:41 - 1:19 7th 12:44 - 1:22 8th 1:22 - 2:00 8th 1:25 - 2:00

11:30 am Dismissal 8th Grade 11:30 am Dismissal 7th Grade 1st 8:00-8:25 1st 8:00-8:28

2nd 8:28-8:51 2nd 8:31-8:54

3rd 8:54-9:17 3rd 8:57-9:20

4th 9:20-9:43 4th 9:23-9:46

5th 9:46-10:09 5th 9:49-10:12

6th 10:12-10:35 6th 10:15-10:38 7th 10:38-11:01 7th 10:41-11:04 8th

11:04-11:27 8th 11:07-11:30

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## 2023-2024 Parent Calendar

### NJHS Policies and Regulations

#### ACTIVITIES

##### **STUDENTS' ELIGIBILITY FOR GRADES 7 AND 8**

If a student is failing **one course at the end of a grading period**, the student will be allowed to continue to participate in practices and scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grade. The coach will encourage the student to work with his/her instructor to improve the grade.

If a student is failing **two courses at the end of a grading period**, the student will be allowed to continue to participate in practices, but will be held out of scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. *\*\*Students with two failing grades will not be dismissed early with the team for early dismissal events.*

If a student is failing **three courses at the end of a grading period**, the student will not be allowed to continue participation in practices or scheduled events. The coach or sponsor is expected to meet with the student individually and discuss the failing grades. The coach will encourage the student to work with his/her instructors to improve the grades. *\*\*Students with three failing grades will not be dismissed early with the team for early dismissal events.*

If a student is failing **four courses at the end of a grading period**, the student will be removed from the activity.

\*\* Eligibility will be determined at the end of each grading period and will reflect the student's overall **semester grade** at that point.

## **APPEAL PROCESS**

Students who are ineligible at the end of a grading period and wish to become eligible before the end of next grading period may appeal to the Activities Director for reinstatement. The Appeal Process is as follows:

- Appeals may be granted on a **one time only basis annually**. For example: If a student applies for and is awarded an appeal for football in the fall, the student is not eligible for an appeal the rest of the year.
- Appeals may be made by the student-athlete or parent. Student-athletes or parents may notify the Activities Director of their intent to use the appeal via face to face conversation, email, or phone call.
- Appeals must be made at least **1 Day prior** to the next scheduled competition.
- The Activities Director reserves the right to grant appeals the day of competition for extenuating circumstances. Those will be handled on a case by case basis.
- The Activities Director will notify the student-athlete, parent, and coach if a successful appeal is made and the student-athlete is now immediately eligible.
- The student is expected to meet all required criteria contained within the appeal plan.

\*\*The following activities fall under the eligibility guidelines: All male and female athletics, Quiz Bowl, Student Council, and Show Choir. Head coaches may enforce more rigorous academic requirements subject to administration approval. These will be communicated to the athletes and parents at the beginning of the season.

\*\* Students who are ineligible at the end of a grading period and wish to become eligible before the end of next grading period may appeal to the Activities Director for reinstatement. Appeals may be granted on a **one time only basis annually**. For example: If a student applies for and is awarded an appeal for

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football in the fall, the student is not eligible for an appeal the rest of the year. Individual conditions of the appeal are determined on a case by case basis and the student is expected to meet all required criteria contained within the appeal plan.

\*\*The following activities fall under the eligibility guidelines: All male and female athletics, Quiz Bowl, Student Council, and Show Choir. Head coaches may enforce more rigorous academic requirements subject to administration approval. These will be communicated to the athletes and parents at the beginning of the season.

### ***Eligibility Dates***

Ineligible students will be determined by the Activities Director at the end of each grading period. Head coaches and sponsors will be notified by the Activities Director or Administration regarding ineligible students by the Wednesday following the distribution of grades during each grading period. \*\*Students eligibility will start over at the beginning of each school year, thus second semester's grades will not be used.

### ***EXTRA-CURRICULAR ACTIVITY PARTICIPATION***

Students must attend the ½ day (or ½ of their assigned courses) **immediately prior** to participating in any school activity (practice or performance). When in doubt, consult with the school Activities Director regarding eligibility. Extraordinary circumstances may be considered on a case by case basis.

### ***ACTIVITY INVOLVEMENT/ DISCIPLINARY ACTION***

Students who are serving in-school suspensions or out-of-school suspensions will not be eligible to participate or practice in any school-sponsored games, activities, or performances during the term of their suspension. For example, a student who is serving a three-day suspension, Monday through Wednesday, would not be eligible to participate in a game or performance until Thursday. Similarly, a student serving a suspension in which a weekend falls would not be eligible until the day after the final day of the suspension.

Example: a student serving a three- day in-school suspension, Friday through Tuesday, would not be eligible to participate in games or performances until Wednesday. Students who are serving out-of-school suspensions may not be on any Norfolk Public Schools property or attend any school-sponsored activities (home or away) during the term of their suspensions. Additionally, students may not travel with the team, get out early for out-of-town activities, or attend contests during the course of their suspensions.

### ***DANCES (SCHOOL- SPONSORED)***

**Listed below are the guidelines and expectations for dances held at the Junior High and sponsored by the school:**

- Students attending the dance must have their school identification card with them in order to enter the dance. Students without an ID card will not be admitted to the dance.
- Prior to entering the dance, all students must submit to an alcohol breath test. Students who test positive will not be allowed to enter and parents and the police will be contacted.
- Re-entry to the dance will not be allowed. Once a student or a guest leaves the dance, the student or guest will not be allowed to return.
- After the first hour of the dance, students will not be allowed to enter the dance unless prior permission has been granted by administration.
- NJHS administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
- Students are reminded to wear school appropriate clothes to dances.
- Students wearing inappropriate attire will be asked to change. Failure to comply will result in the student being asked to leave the dance.
- Students asked to leave the dance by administration or staff will not have their money refunded. • Students are not allowed to bring guests, unless it has been specifically stated prior to the event.

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### ***PHYSICALS***

Any student participating in a school-sponsored sport must have a physical prior to practice or participation in a practice session. These forms are available in the school office. Sports physicals may be done no earlier than May 1<sup>st</sup> of the previous spring.

### ***TRANSPORTATION GUIDELINES***

Norfolk Public Schools will provide transportation for all students involved in activities which require transportation. Students are required to travel together as a team (or group) both to and from the activity. This provides a safe and secure process for all students. (Board Policy 5506) **In rare situations, a parent/guardian may request, in writing, to take their child either to or from the scheduled activity. This will only be allowed by giving the head coach/sponsor 24 hours notice.** The head coach/sponsor will seek administrative approval before granting this request.

### ***ATTENDANCE***

#### ***PROCEDURE FOR REPORTING ABSENCES***

Parents should call the school office **644-2516** before 10:00 a.m. **on the day of the absence.** Students will be considered truant if their absence is not reported to the office within 24 hours. Please refer to Norfolk Junior High School **Code of Conduct**, Sections I13 & I14 for information on disciplinary actions for truancy. When contacting school, please give the following information:

- name of the student
- grade level of the student
- reason for the absence
- name, phone number, and relationship (to the student) of person making the call \*\*

**Notes will be accepted only from parents who do not have access to a phone.**

#### ***EXCESSIVE ABSENCES***

Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during

the school year. On the 10<sup>th</sup> and 15<sup>th</sup> absence a meeting will be requested to go over an attendance improvement plan. On the 20<sup>th</sup> absence a letter will be sent to the Madison County Attorney's office.

It shall be the procedure of the building administrator to report to the Director of Student Services and to parent/guardians, any student enrolled in the district for excessive absenteeism on the part of such student. For purposes of this procedure, such reporting shall not be required of any student who is at least 18 years of age at the time excessive absenteeism occurs. The term "excessive absenteeism," as used herein, shall mean verified and unexcused absences exceeding five days per quarter or the hourly equivalent, or when the number of verified and unexcused absences exceeds 20 days cumulatively per year or the hourly equivalent.

Administrative personnel will investigate factors involved in any case of excessive absenteeism. In the event that the administrative team determines that such absences are not justified, they may determine such students to be truant. All required procedures of the Norfolk Public School Truancy Policy should then be followed. This may be true even if some or all of the student's absences have been excused by the student's parents/guardians, and the building Principal determines such excessive absences are detrimental to the student's educational performance. Specific procedures and consequences for students reported for either excessive absences or trancies are listed in the student handbook for each building.

### **ENTERING THE BUILDING**

The school building will be open for scheduled and sponsored activities at 7:30 a.m. Students arriving at this time must be under the direction and supervision of the sponsor for the activity. *Students who are not in scheduled activities may enter the building at 7:40 a.m.* Once students are in the building, they are not to leave unless they have permission from an NJHS staff member.

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### **Student Breakfast:**

The junior high will serve breakfast in the morning. Students who want to eat our school breakfast will be able to enter the building **beginning at 7:30 a.m.** Breakfast will be served from **7:30 – 7:50 a.m.** each school day. Students should enter the building from the sixth street side of the facility near the industrial technology rooms (Door # 8). Students riding the bus will be able to eat breakfast when they arrive.

### **Before school and students entering the building in the morning:**

- If students need to do makeup work, attend special events, or see a teacher before school, they should have a pass stating the location and time of the activity and the name of the activity sponsor. This pass should be presented to the cafeteria supervisor standing at the entrance to the ramp.
- Students should enter the cafeteria and be quietly seated at one of the tables. • Students should be seated at the tables with their legs under the table at which they are sitting. Students are not to block aisles with their feet or legs.
- Students should not get into lockers before the first bell.
- Students are not allowed to bring energy drinks (i.e. Monster, Red Bull & etc.) to school. • Students need to clean up their areas as they are dismissed.
- Students wanting to stand up while waiting may do so in designated areas only after commons area seats have been filled.
- Students will comply with all directions from the cafeteria supervisors.
- Failure to comply with morning expectations may result in loss of commons area privileges.

### **After school and students exiting the building:**

- Students need to leave the building promptly after school unless they have an activity or they are under the direct supervision of a teacher, coach, or administrator.
- Students may be picked up outside on either the 5<sup>th</sup> or 6<sup>th</sup> street side after school. Rides should be arranged for pick up immediately after dismissal. ALL students are to be out of the building and off school grounds by 3:40 pm on a regular dismissal schedule or 11:45 am and 2:15 pm on an early dismissal schedule unless they are with a teacher, in a sponsored activity, or have made special arrangement with the office to remain in the building.

- Students with special arrangements may sit in the cafeteria. Anyone in the cafeteria after dismissal, must be seated at tables near the windows and either study or visit in a quiet manner. *Please do not sit on top of the tables, use the seats that are provided. Anyone out of their seats wandering around in the cafeteria or down hallways will be asked to leave the building immediately.*

## **VISITORS**

Doors around the building will be locked at 8:00 a.m., except for the main entrance on 5<sup>th</sup> Street. This door remains open until approximately 4:15 p.m. **For safety reasons, all visitors need to check in at the main office.**

## **STUDENT VISITORS**

It is not the policy of the Norfolk Junior High School to allow non-students to attend classes with a student. We feel it is important not to interrupt the educational process.

## **SCHOOL ACTIVITIES**

Students who will be absent from school for school-sponsored activities will not have those absences count against their ten absences. It is each student's responsibility to inform their instructor about the forthcoming absence and to make arrangements for completing assigned work. Students absent for school activities are not to fill out a "planned absence sheet".

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## **ABSENCES**

Students who know in advance of an absence must pick up a "planned absence sheet" from the office. The student should complete the information required; name, date(s) of absence, and the reason. This sheet should then be presented to each instructor. The teacher will sign the sheet after arrangements have been agreed upon for completion of work. **The teacher's signature is not an acceptance of the absences,** only an acknowledgment that the teacher has been informed and arrangements for work determined. It is imperative for students and parents to inform the school and teachers of planned absences. **Failure to complete a "planned absence sheet" may result in no credit for work missed.** Students will be allowed 2 days for each day missed to make up classwork with a maximum of 10 days.

## **TARDIES TO CLASS**

Students must be in their assigned classroom before the tardy bell rings as dictated by classroom rules. Failure to do so will result in an unexcused tardy, and the student will be assigned a detention. Teachers will inform the student he/she has been counted tardy and then give the student a detention slip, which designates the student's detention date. Students will have the opportunity to use the student phone located in the office to contact parents. The student will schedule the detention within three school days. Students that skip detentions will have the detention doubled. Failure to serve these detentions may result in an In School Suspension (ISS) assignment. Students will not be counted tardy if they come to class with a pass from the office, guidance office, or from another teacher. Teachers should not detain students unless absolutely necessary. Any teacher detaining a student between classes must write a pass to excuse the tardy.

## **TARDIES (MORNING) - REPORTING TO SCHOOL**

Students who are tardy to school must report to the office before going to their first scheduled class. Students tardy more than 25 minutes will be considered absent and will require a parent phone call to excuse them. Students will be allowed **three 1st period tardies per semester** regardless of the reason. After the third unexcused tardy, parents will be contacted by the office and notified of the situation. After the fourth unexcused tardy to school and each ensuing tardy, students will be given office detentions. Failure to serve these detentions will result in further consequences per the Student Code of Conduct. After six unexcused tardies, parent contact will be made. Tardies should be used only for emergencies or

circumstances beyond the student's control.

### **TRUANCY POLICY**

Additional information regarding student attendance and excessive absenteeism is available online under Board of Education Policy 5008.

### **WITHDRAWALS**

A student who is withdrawing from Norfolk Junior High School should notify the office at least one week before leaving in order that teachers may be informed and special arrangements can be made in regard to previous assignments and tests. A day or two before the student actually leaves; he/she will be given a withdrawal slip, which is to be initialed by all the student's teachers and the media specialist. This form is to be turned in to the office **before** leaving school the last day. Everything on this form must be cleared properly and fines paid before transcripts will be released.

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### **GENERAL POLICIES**

#### **AGENDAS**

Organization is an essential skill for student success; therefore, all students will be using their school issued Chromebook for many of their organizational needs including recording of assignments, etc. Students will also be utilizing a digital calendar to help with time management. Students are required to carry their school issued Chromebook with them at all times during the school day (unless privileges for the device have been temporarily taken away for disciplinary reasons). All students will also be given a generic agenda to use and students may purchase an additional generic agenda for \$2.00 while supplies last.

#### **ATTEND/MONITOR COURSES (PARENTS)**

It shall also be the policy of the district to permit a parent to attend or monitor courses, assemblies, counseling sessions and other instructional activities when a reasonable advance request is made. The request could be denied if a parent's attendance would substantially interfere with a legitimate school interest.

#### **BICYCLES, SKATEBOARDS and ROLLERBLADES**

Bicycles must be parked in the racks provided. To prevent theft, bicycles should be padlocked. Skateboards and rollerblades should be kept in lockers and left there during school hours. Norfolk Public Schools is not responsible for lost or stolen bicycles, skateboards or inline skates. Skateboards and rollerblades are not to be used on school property (i.e. benches, ramps, rails, etc.), even after school hours. Students not complying with this directive may be ticketed by the Norfolk Police Department. Skateboards and rollerblades that are used on school property may be confiscated.

#### **BOOK BAGS/BACKPACKS/DUFFEL BAGS/*Purses or any bag larger than a pencil bag.***

Book bags, backpacks, duffel bags, and other large bags are viewed as equipment to transport books and supplies between home and school. They must be stored in hall lockers or, in the case of duffel bags, in the student's gym locker. For safety reasons, these items are not to be used during the school day to carry books and supplies from class to class. Books and supplies must be carried by hand. This will require that students organize their lockers and plan their day around class schedules so that books and supplies may be located quickly and students are not tardy to class.

#### **Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Director of Student Services and the Principal's office. Posters are not to be attached to any painted wall surfaces. Place

posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## **CANCELLATION OF SCHOOL**

In cases of extreme weather, the Superintendent is authorized by the Norfolk Board of Education to close schools. School closing information is broadcast on local radio or via phone message. In case of inclement weather, any parent or guardian may personally determine not to let his or her child come to school. Children who are absent in inclement weather, when school is being held, will be marked absent and treated the same as any other excused absence, when proper parental notice has been received by the school's attendance office.

## **CELL PHONE/ ELECTRONIC DEVICES POLICY**

As with any tool, there are appropriate places and times for the use of these devices. Permissible

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situations for use of cell phone/electronic devices at the junior high are when designated for learning by the teacher, before and after school, and during lunch. Administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.

By allowing students to carry cell phones/electronic devices into the school building, students and their families are consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other intimidating actions or inappropriate content.

### **First violation**

- Teacher conferences with student about the appropriate use of electronic device, possible loss of privileges.

### **Second violation**

- Teacher conferences with student about the appropriate use of electronic device. Teacher contacts parent about inappropriate use of electronic device, possible loss of privileges.

### **Third violation**

- Confiscate device and bring to administration office, possible loss of privileges, **detention, or ISS**

***Because bringing electronic devices to school is voluntary, NJHS and NPS are not responsible for stolen, lost, or damaged personal electronic devices.***

## **Additional Electronic Devices Guidelines:**

Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

## **Copyright and Fair Use**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and • the effect of the use upon the potential market for or value of the copyrighted work.

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Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **Dating Violence Policy 5420**

Norfolk Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2139 to 79-2142

Date of Adoption: May 12, 2014

Date of Reaffirmation: April 9, 2018

Date of Reaffirmation: April 11, 2022

### **EMERGENCY EXCLUSION**

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

### ***FINES***

At times, students may incur fines for overdue library books, damage to books or property, loss of school equipment, class fines, etc.

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Students are expected to be responsible for their property and take care of the items the school has loaned them. Students are expected to take care of these items as they occur. Appeals for fines should be made to a building administrator. Failure to pay fines may result in administrative consequences. Students may not be able to attend designated school activities (like school dances) until all school fines are paid.

### ***GRIEVANCE PROCEDURE***

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem directly with the person who is involved. If that conference is not successful, then the person should see the person who has the next step of responsibility. For example, if a student has a classroom problem, then the student and parent(s) should first discuss the problem with the classroom teacher privately. If that conference is not successful, then the student and parent(s) should make an appointment to see the Principal. If the problem still has not been resolved, the student and parent(s) may file a complaint with the Director of Student Services, using the *Complaint Against School Personnel* Form.

### ***HAZING***

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Norfolk Junior High School will not tolerate hazing in any form.

### ***HEALTH RECORDS***

#### Immunization Information

The Nebraska Department of Health requires the following immunizations in order for your child to enter school in August, 2023: **A student is defined as any child entering Kindergarten through 12<sup>th</sup> and all students transferring from outside the State of Nebraska regardless of grade:** 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday

3 doses of Polio vaccine

3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age

2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month

2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

**Additionally for 7<sup>th</sup> grade students- 1 dose of Tdap given any time after 10-11 years**

of age.

*Nebraska Law also requires evidence of a vision exam and physical examination by a qualified physician, physician's assistant or nurse practitioner for students transferring in from out of the state.*

### **Physical Examinations**

State guidelines require a physical examination signed by a doctor or a signed waiver prior to the seventh grade. This needs to be completed prior to the start of school.

Parents/ Guardians- please note that if your child is planning on playing sports at the 8th grade level, that the sports physical must be completed AFTER the date of May 1 of that year. The NSAA athletic bylaws require the physical to be completed after May 1. If a student has a physical that is dated earlier than May 1st, they will be asked to obtain a new physical in order to participate in sports.

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### **HEALTH SERVICES**

The school nurse's office is located on the first floor of the north addition in room 161. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable disease, encouragement of physical and dental examinations and promoting sound mental health. Any student who has to leave the school because of illness must check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office staff speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a non-prescription medication during school, the following procedures are to be followed. **Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry medication with them during the school day.**

If your child has a fever or vomits at home, please keep them at home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they return to school. Please check with the school before bringing your child back to school.

**Note: Immunizations and shot records need to be current and complete or students will not be allowed to enroll in school.**

### **HOMELESS STUDENTS POLICY**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are

mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

**Enrollment of and Services to Homeless Children:** A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance

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area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Norfolk Public Schools based on it being the school of origin, the new school and Norfolk Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally. Office of the Director of Student Programs is the coordinator of homeless student services.

## **INDIAN EDUCATION**

The Title VI Indian Education Program, serving K-12 students, offers tutoring, mentoring, home-school communication/coordination and distributes school supplies each semester. If your student, the parent or grandparent is an enrolled member of a Native American tribe, please fill out the Student Eligibility form available from your school Principal or Central Office (512 Philip). For additional information or assistance for Native American students, please contact Central Office at 644-2500.

## **Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school website.

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## **Chromebooks:**

- There is an additional information sheet concerning the appropriate use and care of this school issued device. A hard copy of these guidelines will be distributed to all students at the beginning of the school year.

## **INTERNET**

School Computer Guidelines:

- The school provides computers and the Internet for students to learn. All use of computers, printers, cell phones and the Internet at school are only for student learning.
- Students should not play games without specific teacher permission.
- If students accidentally see material that is rude, nasty, mean, dangerous or inappropriate, they must click on the HOME button immediately and tell their teacher or other adult staff about the situation. Students will not download movies, videos or games. This is stealing.
- Students will not put any personal information about themselves on the internet. Posting photos or videos about themselves or sharing personal information like an address, phone number, hobbies or daily activities is strictly prohibited.
- Students will not share any personal information about other people over the internet. Posting other people's photos, videos or personal information is strictly prohibited. When posting anything digitally, students should ask themselves "How would I feel if somebody said that about me?" If it is mean or nasty, don't say it.
- It is expected that students will look after themselves and other people by telling their teachers or parents about people who are being mean or bullying.
- Students will acknowledge all material taken from websites and include web addresses in their work. Plagiarism is not okay and school consequences may be administered for violations.

## **LOCKERS**

Your locker and lock are the property of the school district. The Norfolk Board of Education gives students permission to use a locker and lock during the school year. Therefore, students cannot expect their locker to be free from inspection by the school, if the administration considers a search necessary to maintain the integrity of the school environment and to protect others in the building. Locker inspections will be reasonable and conducted by school administrative personnel. These guidelines also apply to lockers assigned in locker rooms. Locker numbers will be assigned at the time of registration. Upon students

receiving their lockers, they need to immediately check their lockers for damage and report any damage to the office. Students will be financially responsible for damage to their lockers. Locks will be furnished by the school at no charge. If locks are not returned or are damaged, students will be charged \$5.00. **Students should follow the locker regulations given below:**

- Use only the locker assigned to you.
- Never open another student's locker.
- Keep your locker neat and orderly.
- Always close the locker door and keep it locked.
- Do not leave valuables in the locker.
- Label all personal items.
- Do not write on the inside or outside of the locker.
- Memorize your lock combination. Do not share this information with anyone.
- Pop and candy are not to be stored in lockers.
- Norfolk Junior High School is not responsible for items lost or stolen from lockers.

### ***LOST AND FOUND***

Lost and found items are to be turned into the office. Items not claimed by **December 20th or June 1<sup>st</sup>**

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of each school year will be given to welfare agencies. Lost or replacement ID cards cost \$5.00. Norfolk Junior High School is not responsible for any personal items lost during the school year. This includes, but is not limited to, any electronic items and yearbooks. The school is not responsible for lost, stolen, or damaged items.

### ***LUNCH - CLOSED CAMPUS***

Norfolk Jr. High School DOES NOT have an "open campus" policy during the noon hour. Having a closed campus means that your child cannot leave school to go out for lunch or go home for lunch. Students will be permitted to leave campus for lunch only if they are under the direct supervision of a parent and have received prior approval to be gone. Before leaving campus, the parent must come to the office and sign the student out. For safety reasons, the school will no longer accept written notes to excuse students for lunch.

### ***LUNCH GUIDELINES***

Procedures regarding lunch accounts will be explained during orientation time. The price for school lunches and milk will be announced through school bulletins at the beginning of each school year. All costs mentioned are subject to change without notice. A student may bring his/her own lunch and it has to be eaten in the cafeteria. **All food is to be consumed in the cafeteria. Any food purchased in the cafeteria must be eaten in the cafeteria. Students are not allowed to take food out of the lunchroom to put in their lockers or eat in class.**

#### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

*"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."*

## **Married Students**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

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## ***MEDIA (STUDENT PHOTOS / VIDEO)***

Students may periodically be photographed or videotaped by the media for print in local or regional publications or school website. Student names may be released to the media to accompany these photographs or videos, unless parents specifically request in writing to the building principal that their student(s) should not be included.

## ***MULTICULTURAL POLICY***

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Native Americans and Latino;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;  valuing multiple cultural perspectives; and
- providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within the Norfolk Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

## ***NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973***

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a

- program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
  9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
  10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
  11. File a local grievance.

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### **NOTIFICATION OF CONCERN**

It shall be the policy of the district that whenever a parental objection is raised concerning textbooks, tests, or other curriculum materials, the subject matter and concern should be brought to the building principal in writing. Only those requests made in good faith for reasons of conscience or on religious beliefs will be honored. Requests will be made to the building principal on a standard exemption form that will be available in all school buildings and the administrative offices of the District. The administrator of the building will direct the appropriate personnel to make a reasonable effort to provide (when reasonable or practical to do so) alternate instructional and/or school experiences for those activities from which the student has been excused.

### **PARENTAL INVOLVEMENT in EDUCATION (LB 1161):**

Madison County School District No. 2 after having conducted a public hearing concerning parental involvement and participation in the school district declares that it will be the policy of the Norfolk Public Schools to provide access to parents to all textbooks, tests, curriculum materials and any other instructional materials used by the school.

### **Police Interviews-Policy 5413**

With the exclusion of the NPS School Resource Officers; law enforcement or juvenile officers will not be allowed to interview students at school during the school day without the school official making a reasonable effort to contact parents. The building principal may grant exceptions to probation and parole officers who desire to meet with students who are already on probation and/or representatives of Social Services who are accompanied by law enforcement officers. If physical violence or a criminal act occurs at school, the school principal or designee may call the police without first receiving authorization from parents.

### **Notice Concerning Designation Of Law Enforcement Unit:**

The District designates the Norfolk Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Pregnant and Parenting Students**

Norfolk Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

### **Attendance and Leave of Absences**

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and

post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

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Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

#### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

#### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a stepthree rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

#### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

## Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

## Policy Dissemination

Pursuant to law, this policy will be available at the beginning of each school year on the district's website and is hereby incorporated into the student handbook.

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## Professional Boundaries Rule

The following professional boundaries rules are in place to protect both staff and students. Every student or parent who observes or suspects a staff member or student violating any of these rules should inform their Building Principal or Superintendent as soon as possible:

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum. ● Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom). ● Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present. ● Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain

access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

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Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

### ***SCHOOL CAMPUS***

The school campus includes all buildings and designated parking (staff and student lots) and all other property from the curb/sidewalks surrounding those areas. Persons who are not enrolled at the junior high, have not checked into the office upon arrival at school, or are not at school for school business and are in the building or on the campus will be asked to leave. Failure to comply may result in law enforcement being contacted and the individual(s) cited for trespassing by the Norfolk Police Department. Any non-student who needs to conduct school related business should call and schedule an appointment with an appropriate staff member and, upon arrival, sign in at the office.

### ***SCHOOL -COMMUNITY INTERVENTION PROGRAM (SCIP)***

SCIP is a program designed to help identify students who are experiencing difficulties which may be related to use of alcohol or other drugs. This support program has four components which assist students: **Identification, Intervention, and Referral for treatment and Student support.** Anyone with concerns about drug and/or alcohol use or abuse should contact the SCIP Coordinator in our guidance department at 644-2523.

### ***SEARCH AND SEIZURE-POLICY 5406***

The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including drug sniff dogs, will be contacted when circumstances dictate (policy #5406).

### ***STAFF QUALIFICATIONS***

On December 10, 2015, President Barack Obama signed the Every Student Succeeds Act (ESSA) into law as Public Law Number 114-95. ESSA reauthorizes the Elementary and Secondary Education Act of 1965 "to

ensure that every child achieves.”(1)

ESSA is the nation’s general education law and, as such, has been revised by Congress many times over the years. The last reauthorization took place in 2001 and was called the No Child Left Behind Act (NCLB).

In accordance with the Every Student Succeeds Act/ PARENTS’ RIGHT-TO-KNOW, this is a notification from Norfolk Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

a) information regarding the professional qualifications of your student’s classroom teachers.

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Please note that Norfolk Junior High School is not a Title 1 school, however, Norfolk Public Schools does receive Title monies.

The information regarding the professional qualifications of your student’s classroom teachers shall include the following:

- I. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - a. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - b. The teachers baccalaureate degree major, graduate certification, and field of discipline; and
  - c. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]

### **Student Privacy Protection**

It is the policy of Norfolk Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District’s policies in this regard include the following:

**Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:** Parents shall have the right to inspect, upon the parent’s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent’s child.

**Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive:** The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

**Right of Parents to Inspect Instructional Materials:** Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

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Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or

for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information). Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to

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the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships; 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **TRESPASSING**

Non-students who come on the school campus and/or into buildings who have not checked into the main office may be cited for trespassing. A suspended or expelled student from any Norfolk Public School is not to be in the building or on the junior high campus (to include the 6<sup>th</sup> Street Track and Philip Street Gym) without prior arrangement with the administration. Any violation of this suspension or expulsion policy will result in trespassing charges and further disciplinary consequences. This includes activities at the junior high or any school sponsored activity away from Norfolk Junior High School. Students with partial schedules should leave campus within 10 minutes after their last class. Loitering on campus may result in disciplinary actions.

### **VIDEO SURVEILLANCE**

The Norfolk Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors. In order to safeguard district facilities and equipment, video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules, or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **GUIDANCE AND ACADEMIC INFORMATION**

### **GUIDANCE**

The school counselors and guidance department are valuable resources for students and parents. They are available to help students who are experiencing academic and/or social problems. The guidance department also helps students make quality decisions about their choices of classes and possible careers. There are two counselors at the junior high and each grade level has a counselor assigned to it. Students should feel welcome and encouraged to drop in whenever they have free time or make an appointment if no free time is available. The Guidance Office is located in the main office on the 1st floor. The counselors can also be reached by phone at 644-2523. **The behavioral awareness and health point of contact is the school building counselors.**

### **Academic Promotion Requirements**

#### **8th Grade:**

To be successfully promoted to the ninth grade, eighth grade students need to demonstrate sufficient progress on grade level standards in all subject areas. Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

At the end of the school year, an Academic Review Team (ART) consisting of guidance, administration, and special education (if needed) personnel from both the junior high and the high school may meet to consider students who did not meet the minimum promotion requirements. The team will examine all student educational records including grades, attendance, effort, discipline, standardized test scores, and other extenuating circumstances before making recommendations for placement in the 9<sup>th</sup> grade or retention in 8<sup>th</sup> grade.

#### **7th Grade**

To be successfully promoted to the eighth grade, seventh grade students need to demonstrate sufficient progress on grade level standards in all subject areas each semester for the year. Students may also be required to take summer school or enroll in other necessary study opportunities throughout the year to develop additional competence in deficit areas and essential skills needed for the next level. If students need to take summer school, parents and students are responsible for meeting the cost of each class. Norfolk Junior High School guidance personnel will facilitate registration for the appropriate courses.

At the end of the school year, an Academic Review Team (ART) consisting of guidance, administration, and special education (if needed) personnel from the junior high school may meet to consider students who did not meet the minimum promotion requirements. The team will examine all student educational records including grades, attendance, effort, discipline, standardized test scores, and other extenuating circumstances before making a recommendation for placement in the 8th grade or retention in 7th grade. Norfolk Junior High School personnel will facilitate registration for the appropriate courses.

**Note: If a student is required to go to summer school, they will be required to pay a fee for these courses and attendance is mandatory. The cost for the courses will be determined before the beginning of the class depending on staffing, curricular, and facility needs.**

### **REPORT CARDS / PROGRESS REPORTS/Parent Portal**

Report cards are issued after each grading period; four times during the academic school year. In addition, progress reports are also issued between each grading period so that parents and students can closely

monitor current academic progress. Contact the Guidance office to access the Parent Portal. The grading system at Norfolk Junior High School is as follows:

**Academic Performance Levels for Proficiency Grading**

|               |                                        |
|---------------|----------------------------------------|
| ADVANCED      | 4=Goes beyond with in depth inferences |
| PROFICIENT    | 3=Performance at grade level           |
| APPROACHING   | target 2=Understands simple            |
| NEEDS SUPPORT | content 1=Partial success with help    |
| NO EVIDENCE   | 0                                      |

**Academic Performance Level for Alpha Grading**

Name Score

|   |        |
|---|--------|
| A | 94-100 |
| B | 86-93  |
| C | 78-85  |
| D | 70-77  |
| F | FAIL   |
| P | PASS   |

**ACADEMIC INTEGRITY**

In order to learn as much as possible from the daily classroom activities and assignments, Norfolk Junior High School students are expected to be honest and truthful in presenting their work. Cheating on assignments or tests or allowing others to copy work is not acceptable. It is considered dishonest to present material on an assignment or test as the product of the student's own work when it is the work of another person or plagiarized from another author. It is not acceptable to use material from a web site, book, periodical or other resource without properly giving credit to the source. Cheating and plagiarism will result in disciplinary action and/or loss of credit for the project.

**ACCESS TO RECORDS**

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 794,157 and Board Policy 5202, the Federal Education Right to Privacy Act (FERPA), Military Recruiters (Board Policy 5012) and other applicable law during regular business hours of the school.

**Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the

- student;
- 2. School and dates of attendance;
- 3. Student's current grade;

- 4. Student's enrollment status (e.g. full-time or part-time);
- 5. Student's date of birth and place of birth;
- 6. Student's extra-curricular participation;
- 7. Student's achievement awards or honors;
- 8. Student's weight and height if a member of an athletic team;
- 9. Student's photograph; and
- 10. School or school district the student attended before he or she enrolled in Norfolk Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student. A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

***BIRTH CERTIFICATE***

By state law, any student transferring to Norfolk Junior High School must provide a certified copy of his/her birth certificate or acceptable affidavit. Students will not be allowed to enroll until these documents have been submitted to the school.

***COMPLAINTS ON MATERIALS***

In the event any parent has a complaint or objection to any such materials, a personal conference with the parent and appropriate school personnel will be scheduled. In order to present a complaint, the parent should specifically explain the nature of their concern using a standard complaint form. The complaint form will include, but not be limited to, the specific instruction, material complained of, the reason for the complaint, and the proposed solution for resolution of the complaint from the parent's perspective. The forms are located in the main office.

***DEMOGRAPHIC CHANGES***

Students who change their address and/or phone numbers should report such changes immediately to the **Guidance Office**. The school also needs an emergency phone number where a responsible adult can be contacted immediately in the event of any emergency.

***EXEMPTION PROCEDURE***

When a parent believes it is appropriate for his/her student to be excused from testing, classroom instruction or other school experiences that the parent finds objectionable, the parent will present in writing on the standard complaint form described above, the basis for the parent's concern and a proposed solution for the objection that would be satisfactory to the parent.

It shall be the policy of the District to notify parents/guardians when a school-sponsored survey will be administered. The nature of the survey, the date and time the survey will be administered, and the purposes for which the uses of the resulting information will be included in the notification. Copies of the instrument to be used will be available for parent examination in the Principal's Office of each building. After examination of the survey instrument, any parent who wishes to have their child exempted from completion of the survey must do so by means of a written request to the building Principal.

**Registration:**

7th grade students register for 8th grade in the spring for the following year. A student will have the opportunity to select and finalize courses during spring registration with the school counselor. Following spring registration, students can adjust courses based on conflicts in their schedules. **Please note: Some classes have limited spaces and not all requests are able to be met.**

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### **Schedule Changes/Requests for Dropping or Adding a Class:**

If students want / need to change an elective course, they will have only ten school days from the beginning of the course to get the class changed on their schedule. It would be difficult for students and teachers to catch up on coursework missed for more than ten days. Requests to drop a course will be initiated by the student or parent to the school counselor.

### **Course changes after the 10 days are only allowed under the following circumstances:**

If there is a schedule conflict that cannot be adjusted without dropping or changing a course.

### **Procedures for withdrawing from a course:**

1. Conversation with the teacher
2. Counselor conferencing with teacher, student and parent
3. Problem-solving with all affected parties

Additionally, the requests will be honored only if the changes will work in the students' schedules and if there is space available in the courses.

### **SECURING A TEACHER'S HELP**

Teachers are in the school building from 7:45 a.m. until 3:45 p.m., and they are willing to help students individually during the school day. An appointment can also be made if for some reason this time period is not suitable. Students are encouraged to seek additional help from teachers when they are having trouble with classroom work, and they should receive a pass from the teacher if the time is before 7:45 a.m.

### **STUDENT GUIDELINES FOR Advisory**

Advisory is a home room / study hall type class opposite lunch for our junior high students. Advisory class has been added to the daily schedule to provide students with opportunities to increase their leisure reading time, increase student exposure to print materials, and give students an opportunity to complete homework and make-up assignments if needed.

### **Criteria for students in Advisory class:**

- Everyone brings required materials each day to class. Basic required items are: Personal reading book, daily planner, personal binder or organizational tool with appropriate materials (pen, paper, etc.) and assignments to complete.
- Students need to be prepared daily for Advisory class and they will only be allowed to leave Advisory class at the teacher's discretion.
- Students may use Advisory time to leisure read or work on homework at the teacher's discretion.
- Reading materials should be chosen outside of reading time. Students may be given access to the media center during Advisory time at the teacher's discretion.

### **TESTING**

It shall also be the policy of the District to notify a parent/guardian when the student will participate in standard norm-referenced or criterion referenced tests such as, but not limited to, MAPS and NSCAS tests. When reasonable to do so, the parent/guardian will be notified where a sample of the test might be examined and the date upon which the test will be administered.

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## **NPS HARASSMENT POLICY**

Additional information regarding the district harassment policy is available on-line under Board of Education Policy 5401.

### **Anti-discrimination, Anti-harassment, and Anti-retaliation**

#### **A. Elimination of Discrimination.**

The Norfolk Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, (including skin color, hair texture, and protective hairstyles) color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Student Services—512 Philip Avenue, Norfolk, NE 68701 (402) 644- 2500

Employees and Others: Resources Director—512 Philip Avenue, Norfolk, NE 68701 (402) 644-2500

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

#### **B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**

##### **1. Purpose:**

The Norfolk Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Name-calling,*
- b. Teasing or taunting,*
- c. Insults, slurs, or derogatory names or remarks,*
- d. Demeaning jokes,*
- e. Inappropriate gestures,*
- f. Graffiti or inappropriate written or electronic material,*
- g. Visual displays, such as cartoons, posters, or electronic images,*
- h. Threats or intimidating or hostile conduct,*
- i. Physical acts of aggression, assault, or violence, or*
- j. Criminal offenses*

*The following examples are additional or more specific examples of conduct that may constitute sexual harassment:*

- a. Unwelcome sexual advances or propositions,*
- b. Requests or pressure for sexual favors,*
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,*
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and*

*inappropriate patting, pinching, rubbing, or brushing against another's body,*  
e. *Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol, f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or*

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*g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.*

*If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.*

*All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).*

## **2. Anti-retaliation:**

*The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.*

*The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.*

## **3. Grievance (or Complaint) Procedures:**

*Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).*

*Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.*

### *i. Level 1 (Investigation and Findings):*

*Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged*

victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

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The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation **will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent **within five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the

subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

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If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District. 4.

*Confidentiality:*

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.

j. *Recommending changes to this policy and grievance procedure.*  
k. *Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.* 7. *Preventive Measures:*

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The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

*Date of Adoption: September 14, 2015*

*Date of Reaffirmation: March 12, 2018*

*Date of Revision: July 9, 2018*

*Date of Reaffirmation: February 14, 2022*

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### **Acceptable Use of Internet and Other Electronic Resources**

Internet Safety and Acceptable Use--Policy 6800- will be distributed as a separate handout. Parent and student sign-offs will be required.

### **STUDENT FEES POLICY**

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

The District's policy is to provide for the free instruction in accordance with the Nebraska Constitution, state and federal law. This means that the District's policy is to provide free instruction for all courses, activities and programs which are offered in the district by providing staff, facility, equipment, and materials that is necessary without charge or fee to the students. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided the opportunity for a fee waiver or be provided the necessary materials or equipment without charge. A student who qualifies for the free or reduced price lunch and breakfast program is not required to participate in the free or reduced price lunch and breakfast program for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity and prior to purchase of the materials. Some examples are: (1) Items necessary for all state required and elective courses offered by the district. (2) Participation in extracurricular activities and use of a musical instrument in optional music courses that are not extracurricular activities. Waivers will be updated annually by specific grade level and

can be found on the school website or by contacting the specific building the student attends. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

The School Board will have a Student Fee Fund established which is for the purpose of tracking all student fee receipts and expenditures. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

#### Instructional / Extracurricular and Miscellaneous Fee Guidelines

(1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable.

(3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may

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be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student. (5)

Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.

(7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

(8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will receive

one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities. (10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

*. Guidelines on Activities, programs and services where student fees are not waived*

*(1) Participation in before-and-after-school or pre-kindergarten services: Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.*

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*(2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.*

*(3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.*

*(4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.*

*(5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota). Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).*

*Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)*

*Neb. Constitution, Article VII, section 1.*

*Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)*

*Neb. Rev. Stat. §79-2104 (student files or records)*

*Neb. Rev. Stat. §79-715 (eye-protective devices)*

*Neb. Rev. Stat. §79-737 (liability of students for damages to school books)*

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)  
 Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)  
 Date of Adoption: March 9, 2015  
 Date of Reaffirmation: September 14, 2015  
 Date of Revision: March 14, 2016  
 Date of Revision April 11, 2016  
 Date of Revision: April 10, 2017  
 Date of Revision: April 9, 2018  
 Date of Revision: April 8, 2019  
 Date of Reaffirmation: February 14, 2022  
 Date of Reaffirmation: April 17, 2023  
 Date of Revision: June 10, 2024

**STUDENT FEE LIST**

**Activity Cards**

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of \$40.

**Activity Fees**

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of \$60, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are

involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form prior to the start of their first activity.*

Activity Fees' Requirements – Grades 7 & 8 (as follows)

**Activity Junior High (Gr. 7-8)**

|                                                                               |                                                                                  |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>21<sup>st</sup> Century Learning Center Participation Fee (Aftershock)</b> | <b>2 Days: - \$25.00 per quarter<br/>3 or more Days:<br/>\$50.00 per quarter</b> |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------|

|                                          |                           |
|------------------------------------------|---------------------------|
| Participation Fee w/ Activity Card       | \$60.00/year              |
| Band Instrument Rental (school owned)    | \$30.00/semester          |
| <del>Band/Choir Black Dress Pants</del>  | <del>\$20.00/year</del>   |
| Show Choir <del>Performance Outfit</del> | <b>Up to \$75.00/year</b> |
| Orchestra (Lesson/Method Book)           | \$12.00/year              |
| Orchestra Instrument                     | \$25.00/semester          |

|                                     |                         |
|-------------------------------------|-------------------------|
| Rental (school owned)               |                         |
| <del>Orchestra (Violin/Viola)</del> | <del>\$25.00/year</del> |
| <del>Shoulder Rests</del>           |                         |
| Summer School                       | \$20.00/session         |

Technology Fee \$35.00/year

\*Courses that include projects that students may keep upon completion will be required to have project cost projection sheets completed AND signed by the students, parent and instructor, prior to beginning work on the project.

\*Applicable to students in 1 to 1 technology environments.

\*Additional cost may occur for solo and ensemble competitions

**Athletic Physicals**

*The Nebraska School Activities Association (NSAA) requires that students involved in athletics be required to have a physical annually.*

**Fund Raising**

Students may be required to partake in fund raising activities in order to participate in extracurricular activities. If fundraising is required for a particular extracurricular activity, any student participating in such activity shall be expected and required to participate equally and share equally in whatever funds are raised.

**Penalties**

Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, a transcript, or credit for course work completed for failure to pay student fees.

**NPS STUDENTS' RIGHTS AND RESPONSIBILITIES**

The mission of the Norfolk Public Schools is to prepare all students to pursue their goals for the future.

**August 2023**

This mission is based on beliefs and principles about how students learn and what they must know to behave as responsible citizens and productive workers in a highly competitive, increasingly global society.

This policy statement provides the general guidelines of conduct, which are expected of our students. It also describes the responsibilities of the students in relation to this conduct standard.

These rules and standards apply to all school buildings and grounds, during and immediately before or after school hours. They also apply to school-sponsored functions both on and off school property.

The Norfolk Board of Education has adopted the following policies of general application governing student conduct in all schools. Principals will establish other rules and regulations applicable to conduct at their respective sites that are consistent with those established by the Norfolk Board of Education.

**I. GENERAL STANDARDS OF BEHAVIOR:**

Norfolk Junior High's Positive Behavior Interventions and Supports center on teaching our students to be

Responsible, Respectful, Resourceful, and Resilient. All our building and classroom expectations will relate back to those 4 main ideas in relation to behavior. It is expected that students will conduct themselves in a manner, which is considerate of others, respectful of property and mindful of the good of all.

Students should therefore:

- Attend school regularly and punctually.
- Act in a manner that will enhance the learning environment for all students.
- Use school facilities in a way that will conserve their continued usefulness.
- Apply themselves to the best of their ability to the learning tasks assigned.
- Abide by school regulations and assist in their enforcement and modification.
- Participate constructively in school government and assist in modification of regulations for general school improvement.

## II. STUDENT USE/ABUSE OF ALCOHOL AND OTHER SUBSTANCES:

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal, contagious, and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia (except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-alikes. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

The school district will provide a health curriculum that will include strategies of prevention and intervention designed to educate students on the use/abuse of alcohol and other substances.

Violations of this policy will be handled in accordance with the rules and regulations set forth in this document.

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## III. ATTENDANCE POLICY

- A. Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness.
- B. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

## IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR:

Conduct, which violates the rules and regulations and policies adopted by the Norfolk Board of Education and as set forth below, will subject the student to disciplinary action. Disciplinary action may be, but is not limited to:

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.
- D. Requirement that the student remain in school after regular hours, summers and Saturday complete additional work.
- E. Restriction of participation in extracurricular activity.
- F. Involving law enforcement and/or social service agencies.
- G. Short-term suspension: Any student may be excluded from the Norfolk Public Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below. Also reference Board Policy 5101.

1. Circumstances warranting short-term suspension:
  - A. If the student has a dangerous communicable disease transmissible through normal school contacts.
  - B. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
  - C. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education.  
Some objectionable activities or behavior which could result in short-term suspensions are as follows:
    1. Refusal to comply with reasonable standards of behavior established by teachers or building administrators.
    2. Use of abusive or profane language.
    3. Fighting.
    4. Willful truancy or willful and repeated tardiness.
    5. Vandalism, theft or pilferage of property belonging to the school district, staff members or students.
    6. Engaging in the unlawful possession, being under the influence of, selling, dispensing, or use of an illegal substance, tobacco or alcoholic beverage.
    7. Committing any other act or becoming involved in any other activity, which causes a disruption in the normal educational opportunity for other students.
  - D. If the student's conduct presents a clear threat to the physical safety of himself/herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
  - E. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska law.

2. Procedure for short-term suspension:

- a. When a student is accused of conduct which might result in suspension under this section, the building Principal, Assistant Principal, or Dean of Students is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon as is reasonably possible.
- e. Such suspension may be either "in-school," wherein a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where a student is not permitted to be present on school property. **In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.**
- f. Opportunity will be given to students suspended to make up for missed work. g. If the building administrator makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian must appeal with the Building Head Principal within 5 school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the building administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within three calendar days from the date that the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Building Head Principal.

H. Long-term suspension/expulsion: Long-term suspension shall mean the exclusion of a student from attendance in all schools within the Norfolk Public School System for a period of time exceeding five but less than 20 school days. **Expulsion** shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances
  - a. **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
  - b. **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
  - c. **Special Circumstances involving firearms.** Expulsion period not less than one calendar year.
2. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:
  - a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
  - b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
  - c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
  - d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

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- e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
- f. Knowingly or voluntarily bring to school, possess, handle, transmit or use any firearm, knife or other dangerous weapon in school, on school grounds or at a school function off school grounds.

Dangerous weapons shall include: 1) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> propelled rifles and pistols, copy-cat or look-alike rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; 2) bombs, razor blades, grenades, rockets, explosives or similar devices; 3) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing or tearing wounds; 4) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on or held by the hand or knuckles; 5) Tasers.

- g. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 mean (1) any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

1. any explosive, incendiary, or poison gas such as a (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile

having an explosive or incendiary charge of more than one-quarter ounce, (e) mine, or (f) device similar to any of the devices described in the preceding clauses;

2. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as define above); and
3. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph 1 or 2 and from which a destructive device may be readily assembled.

h. Engaging in the unlawful possession, be under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage

i. Public indecency.

j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).

k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.

l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes substantial interference with school purposes.

**3. Procedure for long-term suspension/expulsion:** The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal (*Building Principal, Assistant Principal, Dean of Students*) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If

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a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as described above.

- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services office. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
- c. Such written notice shall include the following:
  1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
  2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
  3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
- d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
- e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- f. Nothing in this policy shall preclude the student or the student's parent, guardian or representative from

discussing and settling this matter with appropriate school personnel prior to the hearing. g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to. h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.

i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

#### 4. Alternative Education Program During Expulsion

a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

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### ***NPS STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES***

~~August, 2023~~

The following rights and responsibilities are designed to strengthen self-discipline, to enhance physical and mental conditioning, to improve the health of the participant, and to provide due process to protect all students participating in extracurricular activities while attending the Norfolk Public Schools. It is the belief of the Norfolk Public Schools that students participating in activities should be held to a higher standard.

All students in grades 7-8 may be excluded from participation in extracurricular activities for the following infractions:

- Conduct constituting grounds for suspension or expulsion from the academic program as established in board policy.
- Any other violation of rules or standards of behavior also fall under this policy.

Such exclusion shall be made only after the building administrator has made an investigation of the alleged conduct or violation and has determined that the student is guilty of the rules or standards of behavior contained in this policy. Before the exclusion(s) shall take effect, the student shall be given oral or written notice of the charges, an explanation of the evidence the authorities have, and an opportunity to present his/her version of the incident.

#### **Activities Covered**

All students engaged in activities, such as:

- Interscholastic activities, including but not limited to, speech, debate, band, choir, show choir, orchestra, and athletics;
- Elected to a position of responsibility, including but not limited to, class officer, student council, or position of responsibility in any school activity;
- Representing the school in all school-sponsored activities, including but not limited to, drama, band; or ● Honor Positions will be governed by the following rules.

These rules apply to student conduct during the entire calendar year. If a student violates one or more of these rules, he/she shall be subject to discipline as described in this policy.

#### **Rules/Standards**

The following rules and standards concerning student conduct for extracurricular activities are established to assist the Norfolk Public Schools in carrying out the function of the activity. The infractions are: A. Possess, use, be under the influence of, sell or distribute alcohol, tobacco, or illegal drugs or possess drug paraphernalia.

- a. In alcohol/drug related incidents, school administration shall recommend to families that students have an alcohol/drug evaluation performed by a qualified drug/alcohol counselor. The purpose of the evaluation is to help the individual student and the family. A list of local agencies is available from the principal, school nurse, or guidance counselor.

- B. Engaging in any activity, which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the State of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
- C. Offenses which are classified as a Class IV or V Misdemeanor under the following categories:
  - a. Tobacco possession or use by minors
  - b. Minor misrepresenting age to obtain tobacco
- D. Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
- E. Violation of the Norfolk Public Schools' Harassment Policy.
- F. Offenses which are not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be unacceptable.

**Committing any act, which is classified as a felony by the State of Nebraska, may be considered a third offense under the exclusion section of this policy.**

The above listing is not inclusive and the administration and school reserves the right to deal with all infractions and violations on an individual basis. All violations will be dealt with in an equitable manner.

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A committee will be formed to deal with and interpret violations not listed or in question. The committee membership will be representative of the entire school staff.

#### **Exclusions**

Exclusion(s) is (are) to take place in the activity or activities that the student is currently engaged in or in the next activity in which the student participates.

Students will not be allowed to serve exclusion in an activity if they were not involved in that activity the prior season or school year. They will not be allowed to participate in any other activity until the suspension is completed.

#### **First Offense**

When a student violates one of the previously listed infractions, the building administrator will exclude that student from their current activity or activities or their next activity for a term equal to one-fourth of the season.

#### **Self-Reporting**

On a student's first violation of a rule listed in this policy, the student may reduce the exclusion from the activity or activities by one-half by: • Self-reporting to the school administrator or current activity coach/sponsor within the first school day after the violation occurs, including Summer School days.

**Self-reporting is an admission that the student violated a rule.**

- In drug/alcohol violations, completing an evaluation performed by a qualified drug/alcohol counselor/ (at the parent's/student's expense) and following the recommendations.
- In other violations, an intervention with the student, parent, coach, Activities Director, and Counselor will be held. Students that violate a rule at school, at a school activity, or being witnessed by a school staff member may not Self-Report.

**The Self-Report option is only available for first-time offenders once during their Jr. high school (grades 7-8) career.**

#### **Second Offense**

The second time a student violates one of the previously listed individual rule or a combination of rules the building administrator will exclude the student from their current activity (activities) and/or their next activity for

the equivalent of an entire season.

### **Third Offense**

When a student accumulates a third violation of an individual rule or combination of rules listed previously the building administrator will exclude that student from extracurricular activities for a period of 12 months.

### **Fourth Offense**

Any student accumulating four violations of an individual rule or combination of rules in paragraph I.A. of this policy will be excluded from extracurricular activities for the remainder of their Junior High school career.

### **Procedures for Disciplinary Consequences**

Disciplinary consequences are to be administered with as much uniformity as possible. Students who are excluded from participation in extracurricular activities will be provided due process.

*The administration shall, as soon as is reasonably possible:*

- Summarize in a written statement to the student and the student's parent or guardian, the student's alleged conduct or violation of the rules or standards.
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- Make a reasonable effort to establish a conference between the parent or guardian and the student with the appropriate personnel before the student rejoins the activity.
  - File a copy of the written summary with the Building Head Principal.
  - If the administrator (i.e., Assistant Principal/Dean of Students) makes a decision to discipline a student who is participating in an extracurricular activity and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian shall file the appeal within five school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within seven calendar days from the date that the appeal is received.
  - If the parent or guardian does not accept the decision made by the Building Head Principal, he/she may appeal, within five school days, to the Director of Student Services. The Director of Student Services shall review the incident and the disciplinary action imposed by the Building Head Principal. The Director of Student Services shall inform the parent or guardian of his/her decision within seven calendar days from the date the Building Head Principal decision is appealed.
  - If the parent or guardian does not accept the decision made by the Director of Student Services, he/she may appeal, within five school days, to the Superintendent of Schools. The Superintendent shall review the incident and the disciplinary action imposed by the Building Head Principal and/or the Director of Student Services. The Superintendent shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
  - If the parent or guardian does not accept the decision made by the Superintendent of Schools, he/she may appeal to the Norfolk Board of Education, within five school days. The Norfolk Board of Education shall review the incident and the decision made by the Superintendent of Schools. They shall inform the parent or guardian of their decision within thirty calendar days from the date that the appeal is received. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services and the Superintendent of Schools or the Norfolk Board of Education.
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## **STUDENT SERVICES AT NJHS**

### **Student's Rights and Responsibilities**

- I have a right to learn and a responsibility to do my best.
- I have a right to be myself and a responsibility to accept others' differences.

- I have a right to feel safe and a responsibility to look out for others.
- I have a right to be heard and a responsibility to listen to others.
- I have a right to excel and a responsibility to be a good sport.
- I have a right to use school property and a responsibility to respect it.
- I have a right to get help and a responsibility to ask for it.

***With every right comes a responsibility. By taking responsibility, we make our school, our community, and our world a better place.***

## ***DISCIPLINE***

### ***BEHAVIOR EXPECTATIONS (STUDENT)***

Overall, students are expected to follow all directives that are given to them by teachers, substitute teachers, teachers' aides, secretaries, custodians, cafeteria workers, bus drivers, mentors, and administrators. In short, students are expected to complete their classroom assignments and to treat everyone in the building respectfully and to do their part in keeping the building clean. In addition to the items in the Code of Conduct, the following items are enforced: Students are encouraged to help make their time at Norfolk Junior High both pleasant and beneficial. Students at Norfolk Junior High are expected to be safe, responsible, and respectful.

### ***BUS CONDUCT***

Riding school buses will be considered an extension of the school day; therefore, the following rules and regulations must be observed. Bus transportation is a privilege and student usage may be restricted for violations of bus regulations. The safety of students on the buses is our top priority and students who create unsafe conditions through their behavior or words will be disciplined accordingly. Misbehavior by students who choose to break these rules may be assigned consequences such as detentions, short/long term suspensions and removal from the bus completely. Students unable to ride the bus due to disciplinary action must make alternate ride arrangements.

#### ***Expectations for students riding school buses:***

- Sit quietly and refrain from rowdy conduct.
- Be completely quiet when the bus is near a railroad crossing.
- Observe the same conduct as in the classroom and follow all school rules.
- Be courteous.
- Immediately comply with the driver's directions.
- Profane language is not permitted.
- Eating or drinking while on the bus is at each driver's discretion.
- Keep the bus clean.
- Obey the bus driver.
- Absolutely no tobacco products or alcohol will be allowed.
- Respect others.
- Respect school property.
- Stay in your seat at all times.
- Keep head, hands and feet inside the bus at all times.
- The bus driver is authorized to assign seats.

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- Have proper respect for the homeowner's property while waiting for the school bus. • Students may ride only their designated bus unless prior written permission has been received from an administrator.

### ***Continuum of Consequences for Inappropriate Bus Behavior***

These consequences are general guidelines and may be adjusted due to the duration, severity, and intensity of the situation.

**1st Intervention:** --Warning / Student conference with administration/ parent phone call / possible detention. Driver may assign student to different seat.

**2nd Intervention:** – Parent phone call / possible removal of bus privileges for the next day and/or up to seven school days. Possible detention/ ISS (1-3 days) / Bus letter sent home. Assigned seating on the bus for the rest of the quarter.

**3rd Intervention:** Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for seven school days up to 30 school days. Possible ISS (3-5 days). Written plan for improvement will be developed and implemented. Bus letter sent home. Assigned seating on the bus for the rest of the semester.

**4th Intervention:** Parent phone call / possible meeting between bus driver, student, parent and administration. Removal of bus privileges for up to 60 school days. Possible OSS (1-3 days). Written plan for improvement will be developed and implemented.

**5th Intervention:** Parent meeting with administration. Possible OSS (3-5 days). Removal of bus privileges for the rest of the school year. ***These consequences are cumulative for the academic school year.***

### ***Credit for Course Work during Suspension***

Students serving In School or Out of School Suspensions will receive full credit for their work completed while in the suspension.

### ***Detentions***

Detentions will be assigned to students who engage in irresponsible behavior. Detentions must be served after school unless permission granted by a school administrator to do it before school. Students unable to serve a detention on the date assigned must notify the office. Failure to appear for a detention will result in the detention time being doubled.

### ***Discipline at School Functions***

Students are expected to behave in an orderly and appropriate manner as listed in the district's **Rights and Responsibilities** and the school's discipline code while attending school or any school function on school grounds (parking lots included) or elsewhere. Students are also expected to follow school rules at activities (parking lots and activities near or in vehicles at Memorial Field are also subject to the code of conduct) and at any out of town school events. If students choose to act in an inappropriate fashion, they will receive consequences consistent with the severity, intensity, and frequency of their actions. Students may conference with teachers, parents, and/or administration and/or may receive detentions, in-school suspensions, out-of-school suspension, expulsions, or additional consequences as determined by administration as a result of inappropriate behavior. Detentions occur at the end of the school day from 3: 30 pm to 3: 50 pm. There are no morning detentions in the office. In-school suspension begins at 8:00 am and ends at 3:30 pm. Parents are encouraged to call teachers and the administration concerning discipline in the classroom or at other school functions.

### ***DRESS CODE***

#### ***STUDENT ATTIRE GUIDELINES***

Personal appearance and clothing worn to school should not violate the rules of decency, offend the standards of others, promote unsafe conditions, or detract from the educational process. Violators will be

required to change into appropriate clothing. Students missing time from class to correct violations will be considered tardy. If parents or students have any questions, they should call school administrators at

644-2516 before they purchase clothing. When possible, we ask that parents examine student dress carefully before students leave for school. School administrators will make the final determination as to whether an article of clothing or accessory is appropriate for school.

**Criteria for Student Attire:**

- Shirts that expose student midriffs are not permitted. All shirts worn must keep the top of the shoulder covered (tank top straps must be at least 2 inches in width), fit well in the armpit area, and not have a plunging neckline. **Shorts need to have a minimum 2.5 inch inseam.**
- Shoes must be worn at all times. Slippers are not permissible. Flip-flops and sandals are acceptable as long as they are not a safety hazard. Proper footwear must be worn for physical education classes.
- Words or pictures on clothing, jewelry, or accessories stating or referring to gangs, drugs, alcohol, sex, **firearms**, or any other activity conflicting with the school's policy or curriculum are not allowed. Individuals or groups of students that have shirts or accessories printed up with slogans or sayings that may have questionable or "double" meanings or insinuations are encouraged to have the attire approved by administration before having them printed and wearing them to school. Consideration will be made by administration for students who wear special clothing as required by religious/cultural affiliation.
- Novelty headbands, Caps, hats, other headgear or sunglasses are not to be worn in the building. Once students are outside the building they may wear headgear in an appropriate fashion. Caps and hats must be stored in lockers.
- Wearing or carrying bandanas or colored handkerchiefs (by males and females) will also not be permitted. Bandanas or accessories that have been identified as possible gang paraphernalia will be confiscated immediately and will be returned only upon parent request and conference.
- Pictures and/or printed words on clothing (written or implied) that conflict with board policy or school curriculum will not be permitted. Any shirt that promotes tobacco brands, alcohol brands, bar t-shirts, cigarette brands, etc are also considered to be inappropriate. School administrators will have the final say on whether a shirt is considerate appropriate
- Clothing usually worn as undergarments or pajamas cannot be worn as outer garments; (specifically boxer shorts) and will not be permitted.
- Coats, jackets, windbreakers, etc. may be worn only with permission from school personnel. Dress appropriately for the weather of the day. Skirts and dresses need to be a modest length meeting the same requirement as shorts.
- Clothing with holes, slashes, or cuts will not be permitted unless it is appropriate and modest and must follow the 2.5 inch inseam rule.
- Spiked jewelry/accessories may not be worn at school or at school activities. Wallet chains are permitted as long as they are not over 12 inches in length. Any additional modifications to clothing, such as paper clips, etc. need to be approved by administration.
- Saggy pants or shorts are not permitted. Waistbands must be worn at the waist.
- **No costumes**

**The administration reserves the right to make decisions and make rule revisions at any time to protect the integrity of the educational programs and to assure the well being of all students.**

**Code of Conduct**

**This is the guide used by Norfolk Junior High to conduct disciplinary action. The code of conduct allows for interpretation by the administrative team. Assaults/ Fighting**

|    | <b>Infraction</b>                                             | <b>1st Intervention</b>                                                               | <b>2nd Intervention</b>                                                            | <b>3rd Intervention</b>       |
|----|---------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------|
| A1 | Assault on student without injury                             | OSS 3-5 days<br>Notify parents and police.<br>Possible recommendation for expulsion.  | OSS 5-19 days Notify parents and police.<br>Possible recommendation for expulsion. | Recommendation for expulsion. |
| A2 | Assault on student with injury.                               | OSS 5-10 days<br>Notify parents and police.<br>Possible recommendation for expulsion. | OSS 10-19 days<br>Notify parents and police.<br>Recommendation for expulsion.      |                               |
| A3 | Assault on school personnel, with or without result of injury | OSS 10-19 days<br>Notify parents and police.<br>Recommendation for expulsion.         |                                                                                    |                               |

|    |          |                                            |                                                                                      |                                                                              |
|----|----------|--------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| A4 | Fighting | OSS 3-5 days<br>Notify parents and police. | OSS 5 - 10 days<br>Notify parents and police. Possible recommendation for expulsion. | OSS 5-19 days<br>Notify parents and police.<br>Recommendation for expulsion. |
|----|----------|--------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|

**Additional Information:**

The level of violence may affect the length of the suspension.

If both students throw "punches," both are considered to have fought and using self-defense is not a defense.

Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight. Mediation (peer or adult assisted) may be a condition of a student's suspension.

**Threats/ Intimidation**

(The nature of the threats may affect the length of the suspension.)

|    |                                                                                              |                                                                                              |                                                                                        |                                                                                  |
|----|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| A5 | Threats, intimidating /menacing another student, including hazing.                           | ISS 1-3 days. May OSS 1-3 days<br>Notify parents, may notify police.                         | OSS 3-5 days Notify parents, may notify police. Possible recommendation for expulsion. | OSS 5-19 days<br>Notify parents, notify police.<br>Recommendation for expulsion. |
| A6 | Threats, intimidating, or menacing school personnel                                          | OSS 1 - 5 days<br>Notify parents and police. Possible recommendation for expulsion.          | OSS 5-19 days<br>Notify parents and police.<br>Recommendation for expulsion.           |                                                                                  |
| A7 | Swearing at school personnel.                                                                | OSS 3-5 days<br>Notify parents and possibly remove from class.                               | OSS 5-19 days                                                                          | Recommendation for expulsion.                                                    |
| A8 | Initiating a real or perceived threat on the school. i.e. bomb threat, shooting threat, etc. | OSS 5-19 days. Notify parents, police, and/or fire marshal.<br>Recommendation for expulsion. |                                                                                        |                                                                                  |

**Weapons, Firearms, Nuisance Items**

|    | Infraction                                                             | 1st Intervention                                                                                              | 2nd Intervention                                                         | 3rd Intervention                |
|----|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------|
| B1 | Weapon                                                                 | ISS/OSS 5-19 days<br>Retain the object.<br>Notify parents & police.<br>Possible recommendation for expulsion. | Retain object. Notify parents & police.<br>Recommendation for expulsion. |                                 |
| B2 | Firearm                                                                | Mandatory 1 calendar year expulsion.                                                                          |                                                                          |                                 |
| B3 | Nuisance or dangerous items; stink bombs, squirt guns, snowballs, etc. | Detention. May ISS 1-3 days. Notify parents.                                                                  | ISS 1-3 days Notify parents.                                             | OSS 3-5 days<br>Notify parents. |

\* Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility on page37.

**Drugs, Alcohol**

|        | <b>Infraction</b>                                                                                                                                                                                                                                                                                                                                                         | <b>1<sup>st</sup> Intervention</b>                                                                                                        | <b>2<sup>nd</sup> Intervention</b>                                                             | <b>3<sup>rd</sup> Intervention</b>                                                    |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| C<br>1 | Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look-alike/imitation<br><br>"Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant. | OSS 10-19 days.<br>Notify parents and police. Refer to counselor for substance abuse intervention. Possible recommendation for expulsion. | Recommendation for expulsion.                                                                  |                                                                                       |
| C<br>2 | Selling or offering a controlled substance, or placebo/look-alike/imitation prescription drug, alcohol, and intoxicant of any kind.                                                                                                                                                                                                                                       | Recommendation for expulsion.                                                                                                             |                                                                                                |                                                                                       |
| C<br>3 | Possession of drug paraphernalia or sale of.                                                                                                                                                                                                                                                                                                                              | OSS 5-19 days.<br>Notify parents and police. SCIP referral. Possible recommendation for expulsion.                                        | OSS 10 -19 days.<br>Notify parents and police. SCIP referral.<br>Recommendation for expulsion. | Recommendation for expulsion.                                                         |
|        |                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                           |                                                                                                |                                                                                       |
|        | <b>Infraction</b>                                                                                                                                                                                                                                                                                                                                                         | <b>1<sup>st</sup> Intervention</b>                                                                                                        | <b>2<sup>nd</sup> Intervention</b>                                                             | <b>3<sup>rd</sup> Intervention</b>                                                    |
| D1     | Robbery<br>(use of force or fear)                                                                                                                                                                                                                                                                                                                                         | OSS 5 days.<br>Notify parents and police. Possible recommendation for expulsion.                                                          | OSS 5-19 days.<br>Notify parents and police.<br>Recommendation for expulsion.                  |                                                                                       |
| D2     | Extortion                                                                                                                                                                                                                                                                                                                                                                 | ISS 1-3 days.<br>Notify parents.                                                                                                          | ISS/OSS 1-5 days.<br>Notify parents.<br>Possibly notify police.                                | OSS 3-5 days.<br>Notify parents and police.<br>Possible recommendation for expulsion. |

**Fire Setting, Arson, Graffiti**

|  | <b>Infraction</b> | <b>1<sup>st</sup> Intervention</b> | <b>2<sup>nd</sup> Intervention</b> | <b>3<sup>rd</sup> Intervention</b> |
|--|-------------------|------------------------------------|------------------------------------|------------------------------------|
|--|-------------------|------------------------------------|------------------------------------|------------------------------------|

|    |                                                                                                                                                 |                                                                                                                                                                  |                                                                                                                                                               |                                                                                                      |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| E1 | Fire setting, arson                                                                                                                             | OSS 5-19 days.<br>Notify parents, police and fire marshal.<br>Reimburse district for loss.<br>Possible recommendation for expulsion.                             | Recommendation for expulsion.                                                                                                                                 |                                                                                                      |
| E2 | Graffiti or causing damage to school property or private property.                                                                              | ISS/OSS 1-5 days.<br>Notify parents and police.<br>Reimburse for loss.<br>Possible recommendation for expulsion.                                                 | ISS/OSS 3-5 days.<br>Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.                                                    | OSS 5-19 days.<br>Notify parents and police.<br>Reimburse for loss.<br>Recommendation for expulsion. |
| E3 | Signaling false fire alarm, tampering with/misuse of vape detectors, defibrillators, fire extinguishers or any dangerous / emergency equipment. | ISS/OSS 1-5 days.<br>Notify parents, police and fire marshal. Reimburse district for loss.<br>Possible recommendation for expulsion.<br>Restitution as required. | OSS 5-19 days.<br>Notify parents, police and fire marshal.<br>Reimburse district for loss. Possible recommendation for expulsion.<br>Restitution as required. | Recommendation for expulsion.                                                                        |

### Theft

|     | <b>Infraction</b>                                      | <b>1st Intervention</b>                                                                                                     | <b>2nd Intervention</b>                                                                                    | <b>3rd Intervention</b>                                                                                    |
|-----|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| F 1 | Theft or attempted theft of school or private property | ISS/OSS 1-3 days.<br>Notify parents and may notify police.<br>Reimburse for loss.<br>Possible recommendation for expulsion. | OSS 3-5 days.<br>Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.     | OSS 5-19 days.<br>Notify parents and police.<br>Reimburse for loss. Possible recommendation for expulsion. |
| F 2 | Wrongful possession of school or private property.     | May ISS 1-3 days.<br>Notify parents.<br>May notify police.                                                                  | May OSS 3-5 days.<br>Notify parents.<br>May notify police.                                                 | OSS 5 days.<br>Notify parents. May notify police.                                                          |
| F 3 | Knowingly receiving stolen school or private property. | ISS 1-3 days.<br>Notify parents & may notify police.<br>Reimburse for loss.<br>Possible recommendation for expulsion.       | OSS 3-5 days.<br>Notify parents & police.<br>Reimburse for loss.<br>Possible recommendation for expulsion. | OSS 5-10 days.<br>Notify parents & police.<br>Reimburse for loss. Possible recommendation for expulsion.   |

### **Tobacco, Lighters/ Matches**

|    | <b>Infraction</b>                                                                                          | <b>1st Intervention</b>                                                  | <b>2nd Intervention</b>                                                 | <b>3rd Intervention</b>                                               |
|----|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------|
| G1 | Use, or offering to others, tobacco/vapor products (dipping, smoking, e-cigarettes, vapor products & etc.) | ISS/OSS 1-3 days.<br>Notify parents. SCIP referral. Confiscate item (s). | OSS 3-5 days.<br>Notify parents. SCIP referral.<br>Confiscate item (s). | OSS 5 days.<br>Notify parents. SCIP referral.<br>Confiscate item (s). |

|    |                                                                                                   |                                                             |                                                                        |                                                       |
|----|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------|
| G2 | Possession of matches or lighter e-cig /vapor pipe, vape products, chewing tobacco or cigarettes. | ISS/OSS 1-3 days.<br>Notify parents.<br>Confiscate item(s). | ISS/OSS 3-5 days.<br>Notify parents.<br>Confiscate item(s).            | OSS 5 days.<br>Notify parents.<br>Confiscate item(s). |
| G3 | Continually present during vape detector activations                                              | Meet with Administration/Formal Warning                     | ISS 1-3 days and/or Student placed on no pass/no public restroom list. | ISS/OSS 1-5 days                                      |

### Harassment

|     | Infraction                                                                                                                                                                                                                         | 1st Intervention                                                                                                     | 2nd Intervention                                                                                                             | 3rd Intervention                                                                                                    |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| H 1 | <b>Written or Oral Harassment:</b> including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background | Conference with administrator.<br>Detention/ May ISS/OSS 1-5 days.<br>Notify parents.                                | ISS/OSS 1-5 days.<br>Notify parents.<br>Conference with administrator. Written action plan developed.<br>May contact police. | OSS 3- 5 days.<br>Notify parents. Conference with administrator. Written action plan developed. May contact police. |
| H 2 | <b>Visual harassment:</b> offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.                                 | Conference with administrator.<br>Detention/ May ISS / OSS 1-5 days.<br><del>Possibly</del> notify parents or police | ISS/OSS 1-5 days.<br>Notify parents. Possibly notify police.<br>Conference with administrator.                               | OSS 3-5 days.<br>Notify parents. Notify police.<br>Conference with administrator                                    |
| H3  | <b>Physical Harassment:</b> Intentional or obvious unwelcome or offensive physical contact                                                                                                                                         | ISS/OSS 1-5 days.<br>Notify parents & may notify police.<br>Possible recommendation for expulsion.                   | OSS 1-5 days.<br>Notify parents & police.<br>Possible recommendation for expulsion.                                          | OSS 5-19 days.<br>Notify parents & police.<br>Recommendation for expulsion.                                         |
| H4  | <b>Sexting:</b> Possession of images or sending sexually explicit photographs of minors via cell phone or other electronic devices.                                                                                                | OSS 10-19 days.<br>Notify parents and police.                                                                        | Recommendation for expulsion.                                                                                                |                                                                                                                     |

\*\*\*\* Please refer to the Norfolk Public Schools policy included in Student Rights and Responsibility on page 37. The victim of any harassment incident may take action beyond the scope of building discipline.

### Violations of School Rules

|  | Infraction | 1st Intervention | 2nd Intervention | 3rd Intervention |
|--|------------|------------------|------------------|------------------|
|--|------------|------------------|------------------|------------------|

|     |                                                                                                                                                                                         |                                                                              |                                                                               |                                                                     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------|
| I 1 | <b>Defiance of authority.</b><br>Failure to obey a direct instruction or comply with a reasonable staff request. This includes lying and refusing to provide or falsifying information. | Detention/ISS 1-3 days.<br>Notify parents.<br>Conference with administrator. | Detention/ISS/OSS 1-3 days. Notify parents.<br>Conference with administrator. | ISS/OSS 1-5 days.<br>Notify parents. Conference with administrator. |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------|

|     |                                                                                                                                                 |                                                                                                                                                     |                                                                                                                                                                                                                              |                                                                                                                         |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| I 2 | Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.                                                          | Detention/ISS 1-3 days<br>Notify Parents                                                                                                            | Detention/ISS/OSS 1-3 days.<br><br>Notify parents.                                                                                                                                                                           | ISS/OSS 1-5 days.<br>Notify parents.                                                                                    |
| I 3 | Disruption while in ISS                                                                                                                         | OSS for the remaining day (s) of suspension.<br>Re-serve ISS the following day.                                                                     | OSS for the remaining day (s) of the suspension. Re-serve ISS the following day.                                                                                                                                             | OSS for the remaining days of the suspension. Re-serve ISS the following day.                                           |
| I 4 | MisUse of electronic devices i.e. Cell phones, cameras, smartwatch, radios, laser pens, etc. Prior approval for educational purposes is exempt. | Teacher conference with student about appropriate use of electronic device.<br>Possible loss of device privileges for up to 2 weeks/office referral | Teacher conferences with student about appropriate use of electronic device.<br>Teacher contact parent about inappropriate use of electronic device.<br>Possible loss of device privileges for up to 2 weeks/office referral | Confiscate device and bring to administration office. Loss of device privileges for 4 weeks and possible detention/ISS. |
| I 5 | "NO SHOW" to an after school detention assigned by an administrator or a tardy detention.                                                       | Detention doubled for first "NO SHOW".                                                                                                              | ISS 1 day and serve two detentions. Notify parents.                                                                                                                                                                          | ISS 1-3 days and serve two detentions. Notify parents.<br>OSS for additional occurrences and serve 2 detentions.        |
| I 6 | Lunchroom misconduct.                                                                                                                           | Detention/<br>Supervisor may assign student alternative seating in the lunchroom.                                                                   | Administrator may assign seating/ suspension from the lunchroom 1-5 days.<br>Notify parents.                                                                                                                                 | Administrator may assign seating/ suspension from the lunchroom 1-10 days. Notify parents.                              |
| I 7 | Inappropriate/Fraudulent use of <del>school</del> phone, computers or electronic devices.                                                       | May ISS/OSS 1-3 days.<br>Notify parents. Loss of privilege. May notify police.                                                                      | May ISS/OSS 1-3 days. Notify parents.<br>Loss of privilege. May notify police.                                                                                                                                               | May ISS/OSS 3-5 days.<br>Notify parents. Loss of privilege. May notify police.                                          |
| I 8 | Buying or selling food, drinks or any other unauthorized Material, including inappropriate /unauthorized use of student ID number.              | Office Detention<br>Notify parents.                                                                                                                 | ISS 1-3 days.<br>Notify parents.                                                                                                                                                                                             | OSS 1-3 days. Notify parents.                                                                                           |

|     |                                                                        |                                                                              |                                              |                                              |
|-----|------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------|
| I 9 | Falsifying or altering signatures; misrepresenting or calling self in. | Conference with teacher or admin.<br>May ISS 1-3 days<br><br>Notify parents. | ISS 1-3 days.<br><br>Notify parents & admin. | OSS 1-3 days.<br><br>Notify parents & admin. |
|-----|------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------|

|      |                                                                               |                                                                                                     |                                                                               |                                                                         |
|------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| I 10 | Gambling in any form; pitching coins, dice, wagering with cards, etc.         | Detention/ISS 1-3 days. Conference with administrator.<br>Notify parents.                           | ISS 1-3 days.<br>Notify parents.                                              | OSS 1-3 days.<br>Notify parents.                                        |
| I 11 | Wrongful use of skateboard, roller blades, bicycles, etc. on school property. | Item confiscated. Notify parents. Parents may pick up item at the end of the day. May ISS 1-3 days. | Item confiscated. Notify parents. Parents may pick up item. May ISS 1-3 days. | Item confiscated. Notify parents. Parents may pick up May ISS 1-3 days. |

### Truancy / Loitering

|      |                                                       |                                                                                                       |                                                                                    |                                                                              |
|------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| I 12 | Truancy (1 Period)                                    | Detention.<br><br>Notify parents.                                                                     | Detention/ISS 1-3 days.<br><br>Conference with administrator and parents notified. | ISS 3-5 days.<br><br>Conference with Administrator and parents notified.     |
| I 13 | Truancy (2 or more Periods)                           | ISS 1-3 days.<br><br>Conference with Administrator and parents notified.                              | ISS 3-5 days.<br><br>Conference with Administrator and parents notified.           | ISS 3-5 days.<br><br>Conference with Administrator and parents notified.     |
| I 14 | Unauthorized entry into any unsupervised school area. | Conference with administrator. ISS 1-3 days.<br><br>May notify parents.                               | ISS 3-5 days.<br>May OSS 1-3 days.<br>Notify parents.<br>May contact police.       | OSS 1-5 days.<br>Notify parents.                                             |
| I 15 | Loitering                                             | Conference with administrator. May issue detention.                                                   | Detention. ISS 1 -3 days. Notify parents.                                          | ISS 1-3 days.<br>Notify parents.                                             |
| I 16 | Leaving school without following procedure            | Conference with administrator. Notify parent. Student will be marked unverified.<br>May ISS 1-3 days. | May ISS 1 -3 days.<br>Notify parents.<br>Student will be marked unverified         | ISS / OSS 1-3 days.<br>Notify Parents.<br>Student will be marked unverified. |

### Miscellaneous Violations

|     |                                                                                                                            |                                                                                                                                                            |                                                                                                                                                                          |                                                                                                                                                                                           |
|-----|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 117 | Unprepared for class                                                                                                       | Conference Teacher notifies parent.                                                                                                                        | Conference/ Detention<br>Teacher notifies parent                                                                                                                         | Student/Teacher contract.<br>Teacher notifies parent.<br>Student and /or parent conference with team. Develop written plan of action.                                                     |
| 118 | Cheating on Tests and quizzes.                                                                                             | Student may make-up an alternate assignment/ assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation. | Teacher notifies parent. Parent and teacher conference with administration. Student may make-up an alternate assignment/assessment at a time convenient for the teacher. | Parent Conference at school w/ administration.                                                                                                                                            |
| 119 | Violation of other school rules and regulations.(i.e. Eating food outside the cafeteria, bringing pop into building, etc.) | Warning issued to student. Confiscate and retain items. Notify parents.                                                                                    | Detention 1-3 days. Administration may confiscate and retain items. Notify parents.                                                                                      | ISS 1-3 days. Administration may confiscate and retain items. Notify parents.                                                                                                             |
| 120 | Returning to campus or school property while serving an out of school suspension.                                          | 1 additional day will be added to the length of the suspension. Police may be contacted.                                                                   | 1- 3 additional days will be added to the length of the suspension. Police will be contacted.                                                                            | 3-5 additional days will be added to the length of the suspension. Police will be contacted.                                                                                              |
| 121 | No show for a teacher detention.                                                                                           | Original detention to be served with teacher. Teacher will contact parent.                                                                                 | Office detentions. Teacher will contact parent                                                                                                                           | Detentions or may ISS 1 -3 days                                                                                                                                                           |
| 122 | Misbehavior for a guest teacher                                                                                            | Detentions or consequences as assigned by the teacher. Teacher will contact parents.                                                                       | Conference with administrator. Teacher notifies Parent. Office detention / May ISS 1-3 days Additional consequences may be administered by teacher.                      | May ISS (1-3 days). May OSS (1-3 days). Parent conference. Additional consequences may be administered by teacher.                                                                        |
| 123 | Bus Behavior: Additional consequences apply for repeated incidents after 3 <sup>rd</sup> intervention.                     | Warning/ Conference/ Parent Call Assigned seating. Possible detention.                                                                                     | Parent call. Possible removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.                         | Parent call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester. |
| 124 | Dress Code                                                                                                                 | Warning. Clothing Changed or corrected.                                                                                                                    | 1-3 detentions. Clothing changed or corrected.                                                                                                                           | ISS 1-3 days. Clothing changed or corrected.                                                                                                                                              |

|     |                                     |                                                                          |                                                            |                                                            |
|-----|-------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|
| I25 | Continual Violation of School Rules | Parent Conference with an administrator. May OSS 1- <del>3</del> 5 days. | Parent Conference with an administrator. May OSS 3-5 days. | Parent Conference with an administrator. May OSS 5-10 days |
|-----|-------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|

**SOCIAL MORATORIUM**

Students committing violations in Student Code of Conduct may also be issued a social suspension effective until the satisfactory completion of a behavior contract. Students receiving a social suspension would be barred from attending school sponsored activities occurring outside of the regularly scheduled school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions. Administrators may also assign a social moratorium in the case of multiple violations of NHS Code of Conduct categories. (ie truancy / refusal to comply), chronic absenteeism, and not passing 4 or more classes.

**Norfolk Public Schools**  
**Norfolk, Nebraska**  
**August, ~~2023~~ 2024**

Dear Students, Parents, and Guardians:

The Norfolk Public Schools' staff is excited to partner with you throughout ~~2023-2024~~ **2024-2025** school year to maintain a positive educational environment that is focused on student learning. Our vision is to be a top-performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

This handbook contains information that is important for us to meet that vision. It is intended to serve as a guide to our schools. Although it contains detailed information on many topics, it is not intended to be all-encompassing. It does not cover every situation and circumstance that may arise during the school year, and it does not create a "contract." The administration reserves the right to make decisions and rule revisions when necessary to implement the educational program and to assure the well-being of our students.

Thank you, in advance, for partnering with us, as we strive to be a top-performing school that provides outstanding educational opportunities for every student. We look forward to a very successful year, focused on student learning.

Please return the attached Acknowledgement Sheet for our files. If you have any questions regarding the attached material, please feel free to contact a building administrator or the Director of Student Services.

Sincerely,  
Dr. Jami Jo Thompson  
Superintendent of Schools

**Norfolk Public Schools**  
**Norfolk, Nebraska**  
**August, 2023**

The family of \_\_\_\_\_ (print student's name) received and had an opportunity to read the Rules and Regulations for Student Conduct and Students' Rights and Responsibilities, Harassment Policy, Internet

Policy, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities for the students in the Norfolk Public Schools. We understand that each student is responsible for becoming familiar with the handbook and know the information contained in it.

Parent/Guardian Signature:

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Norfolk High School**  
801 Riverside Boulevard  
Norfolk, NE 68701  
402-644-2529 Office  
402-644-2534 Guidance

**Senior High Administration**

|                                              |                     |             |
|----------------------------------------------|---------------------|-------------|
| Jason Settles                                | Principal           |             |
| Blake Wockenfuss                             | Assistant Principal |             |
| <del>Paige Hastings</del> Lisa<br>Langenberg | Assistant Principal |             |
| David Nelson                                 | Dean of Students    |             |
| John Erwin                                   | Activities Director | Room<br>302 |

**Guidance Counselors Begin with Students Last Name**

|                 |        |          |
|-----------------|--------|----------|
| Jose Hernandez  | A – D  | Room 300 |
| Alissa Hoffmann | E – K  | Room 300 |
| Heather Marotz  | L – Ri | Room 300 |
| Kendra Marshall | Ro – Z | Room 300 |
| Tia Onderstal   | AFS    | AFS      |

**Administrative Assistants**

|                     |                        |             |
|---------------------|------------------------|-------------|
| Melissa Hansen      | Secretary/Finances     | MainOffice  |
| Kelly Hansen        | Attendance             | Main Office |
| Deanna Dolezal      | AP Secretary/Registrar | Main Office |
| Stephanie Hutchison | Receptionist           | Main Office |
| Peggy Dolliver      | Principal's Assistant  | Main Office |
| Dave Lichtenberg    | SRO                    | Main Office |

**NORFOLK HIGH SCHOOL**  
**From the desk of the Principal**

Dear Parents, Guardians and Students of Norfolk High School,

Welcome to the ~~2023-2024~~ 2024-2025 school year. I am excited and honored to serve as the principal of Norfolk High School. Along with this dedicated team of teachers and staff, I am ready to continue the process of creating exceptional and effective learning opportunities. Together, with your support, input, and cooperation, we can offer our students the best possible programs and opportunities.

This handbook contains the rights and responsibilities of parents, students, teachers, and administrators, as well as the legal basis and rationale on which policies are founded. As part of our team, it is important for parents to read, discuss, and help enforce the rules and regulations enclosed in this student handbook. Our goal is not to continually punish students for inappropriate behaviors, but to support them in their efforts to learn and exhibit those which are appropriate.

Together, we (parents, guardians, business leaders, community members, administrators, teachers, and staff) are responsible for the welfare of our students. We must work together to model and support appropriate behavior, suitable dress, and punctual attendance. Together, we can provide and maintain a positive and safe learning environment for all students. This handbook serves as a guide for all of us to follow.

Success is dependent on us working together as a team. If we work together, nothing can prevent us from being a top-performing school that provides outstanding educational opportunities for every student and being a source of pride for and an asset to our community. If we work together, nothing can prevent us from preparing all students to pursue their goals for the future. If we work together, nothing can prevent our success.

Sincerely,  
Jason Settles  
Principal, Norfolk High School

**Norfolk Public Schools Vision Statement**

It is the vision of Norfolk Public Schools to be a top performing school that provides outstanding educational opportunities for every student and is a source of pride and an asset to our community.

**Norfolk Public Schools District Mission Statement**

The mission of Norfolk Public Schools is to prepare all students to pursue their goals for the future.

**Norfolk High Fight Song**

*On For Norfolk High School*

*On To Victory*

*Panthers of Norfolk*

*Always Fight For Thee RAH, RAH, RAH*

*On To Win The Battle*

*With All Our Might*

*Panthers Of Norfolk*

*Maroon And White*

**REGULAR  
SCHEDULE**

| <b><u>PERIOD</u></b> | <b><u>TIME</u></b> |
|----------------------|--------------------|
| 1                    | 8:00-8:48 a.m.     |
| 2                    | 8:52-9:40 a.m.     |
| 3                    | 9:44-10:32 a.m.    |
| 4                    | 10:36-11:24 a.m.   |
| 5                    | 11:28-12:16 p.m.   |
|                      | 5A 11:28-11:52     |
|                      | 5B 11:52-12:16     |
| 6                    | 12:20-1:08 p.m.    |
|                      | 6A 12:20-12:44     |
|                      | 6B 12:44-1:08 p.m. |
| 7                    | 1:12-2:00 p.m.     |
| 8                    | 2:04-2:52 p.m.     |
| SH/Adv/ELO           | 2:56-3:25 p.m.     |

**WEDNESDAY SCHEDULE-2:00**

| <b><u>DISMISSAL<br/>PERIOD</u></b> | <b><u>TIME</u></b> |
|------------------------------------|--------------------|
|------------------------------------|--------------------|

|   |                  |
|---|------------------|
| 1 | 8:00-8:41 a.m.   |
| 2 | 8:45-9:26 a.m.   |
| 3 | 9:30-10:11 a.m.  |
| 4 | 10:15-10:56 a.m. |
| 5 | 11:00-11:43 a.m. |
|   | 5A 11:00-11:21   |
|   | 5B 11:22-11:43   |
| 6 | 11:47-12:30 p.m. |
|   | 6A 11:47-12:08   |
|   | 6B 12:09-12:30   |
| 7 | 12:34-1:15 p.m.  |
| 8 | 1:19-2:00 p.m.   |

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## **ACADEMIC INFORMATION**

### **Academic Awards**

#### **Graduating with Honors**

Students who graduate with honors will wear white cords at graduation. Students who earn this recognition in grades 9 - 12 must: Have a cumulative grade point average of at least 3.89.

#### **Graduating with Distinction**

Students who “graduate with distinction” will wear gold cords at graduation. Students who earn this recognition in grades 9 - 12 must:

- Have a cumulative grade point average of at least 3.89.
- Successfully complete four years of Math. Algebra 1 in eighth grade will satisfy one year.
- Successfully complete four years of literature and composition courses excluding Basic English I & II in addition to the Speech requirement.
- Successfully complete four years of Science, which may include only the following: Physical Science, Biology, AP Biology, Chemistry, AP Chemistry, Physics, AP Physics, Anatomy & Physiology, Environmental Science.
- Successfully complete two years of the same Foreign Language.
- Successfully complete at least 50 credits each school year regardless of summer school attendance.
- Successfully complete at least one weighted grade course with a minimum non-weighted grade of 70% or a dual credit course.
- Not be an early graduate.

### **Graduating with Highest Distinction**

Students who “graduate with highest distinction” will be limited to the top 5% of the graduating class. This number will be determined as a percentage of the candidates for graduation as of May 1. These students will wear white gowns at graduation. Students who earn this recognition in grades 9 - 12 must:

- Complete all items in sections A & B.
- Been in attendance as a full time student for two continuous semesters at Norfolk Senior High, including the commencement semester. Transfer students must have earned credits from an accredited high school.
- Not be an early graduate.

### **Honor Roll**

Each semester an Honor Roll of students meeting minimum course requirements listed above and receiving all A’s and B’s is published. Any student receiving an “NC”, no credit, grade will not be included in either the Principal’s List or Honor Roll. “NC”, no credit, is a grade recorded for students who have exceeded the attendance policy. Students receiving “INC”, incomplete, grades must remove the incomplete grades within five school days after the conclusion of each semester to be considered for these two honors.

### **Norfolk Senior High All A’s Award**

Students receiving all “A” grades and carrying a minimum of 10 academic semester courses for the year.

- All courses including nine-week courses count toward this award.
- First time award winners receive a Bronze Medal.
- Second time award winners receive a Silver Medal.
- Third time award winners receive a Plaque.

### **Norfolk Senior High Science Award**

Students must have a cumulative grade point average of at least 3.89. Students must obtain a 3.0 or higher in at least four science classes in grades 10-12 with at least one class from each of the following categories:

- Biology, AP Biology, Physiology
- Chemistry, AP Chemistry
- Physics, AP Physics

### **President’s Award for Educational Excellence and Outstanding Academic Achievement:**

- Cumulative grade point average of at least 3.75.
- Composite ACT of 25 or higher or a comparable SAT score.

### **Academic Achievement Award:**

- Cumulative grade point average of at least 3.89.
- Completed during the current school year a minimum of fifty credits of which thirty credits were from English, math, science, and/or foreign language.

### **Principal’s List**

Each semester a Principal’s List will be published recognizing students who earn all A’s and meet the minimum course requirements: 9th, 10th, and 11th grade students must have 30 credits each semester. 12th grade students must have twenty-five credits each semester. Of the minimum course load, students must have at least four numeric grades. Students appearing on the Principal’s List will not appear on the Honor Roll list.

### **College Visits**

Students choosing to visit a college during their junior or senior year must pre-arrange the absence with their teachers by using the pre-arranged absence form. Students are given two absences to visit a post-secondary institution during their junior and senior year. Students must have pre-arranged the absence with the attendance secretary and provide documentation from the institution of the visit upon their return.

**Finals Policy**

In the event that a student is considering being absent during final exams the students must:

1. The student's parent/guardian must communicate with Administration.
2. Administration will inform teachers of the absence
3. The student will be scheduled to take the test on the first teacher day after the winter break or in the spring semester on the last teacher workday or as arranged with individual teachers.

**Grade Classification**

Students are classified annually according to the following credits:

|            |         |
|------------|---------|
| Seniors    | 170-230 |
| Juniors    | 110-169 |
| Sophomores | 50- 109 |
| Freshman   | 0- 49   |

A student may be reclassified at midterm if this reclassification helps him/her rejoin his original class.

**Grading Scale**

The grading system for Norfolk Public Schools is as follows:

| Target Score | Percent Score | GPA Score | 10% Advanced Placement Bump |
|--------------|---------------|-----------|-----------------------------|
| 4            | 100           | 4         | 4.4                         |
| 3.5          | 99            | 4         | 4.4                         |
| 3            | 98            | 4         | 4.4                         |
| 2.5          | 89            | 3.375     | 3.7125                      |
| 2            | 80            | 2.25      | 2.475                       |
| 1.5          | 70            | 1         | 1.1                         |
| 1            | 61            | 0         | 0                           |

- |                           |                 |
|---------------------------|-----------------|
| A = Outstanding, 94-100%  | P= Pass         |
| B = Above Average, 86-93% | INC= Incomplete |
| C = Average, 78-85%       | WD= Withdrawal  |
| D = Below Average, 70-77% | NC= No Credit   |
| F = Failing, below 70%    |                 |

Only semester grades are considered permanent and appear on Transcripts. Board Policy 5202, Article 5 - Amendment of Student Records.

### **Minimum Required Course Load Per Semester**

- Freshman, sophomores, and juniors are required to be enrolled in academic subjects that total 30 credits (6 academic courses).
- Seniors are required to be enrolled in academic subjects that total 25 credits each semester (5 academic courses).
- Requests for exceptions to the above requirements shall be submitted in writing to the Senior High Principal.

Academic credits are those given to most courses. Teacher and Office Aide positions do not count as academic credits.

### **Physical Education Grades**

Physical Education will be using letter and percentage grades. These grades will not count in the student's grade point average. Final grades will be Pass or Fail.

### **Registration**

Pre-registration of students in attendance is held during the spring term proceeding the fall term. Registration of students new to the District is held during the two weeks prior to the fall term. Students who have dropped during their senior high career must first conference with the Principal before being allowed to register.

### **Schedule Changes**

**Spring registration is considered final.** Schedule changes will occur only if a mistake has been made in scheduling or if a student has failed required classes needed for graduation. The NHS Master Schedule of classes is composed, teachers are hired and assigned, rooms are assigned, facilities are built or adjusted, and supplies/materials are purchased based upon the number of students registered for specific classes. Therefore, wholesale schedule changing would not only affect the carefully planned outline of the student's high school career, but it would also nullify the efforts made in constructing a well-developed Master Building Schedule for all students and teachers. If you have a problem or discover a mistake in your schedule, continue to follow the assigned schedule until you visit with your counselor (an appointment will probably be required). Do not miss the class in question while waiting for your counselor. Make an appointment before or after school or during a free period. If you do not present your teacher with a guidance appointment slip before you have a conference with your counselor, you will receive a grade of zero for the time(s) missed.

### **Required Courses for Graduating**

Language Arts, must include: 40 credits

- 10 credits of English 9
- 10 credits of English 10
- 10 credits of composition/literature
- 5 credits of speech
- 5 credits of elective courses in the area of language arts

Social Studies, must include: 30 credits

- ~~20~~ 10 credits of American History
- 10 credits of World History
- 5 credits of world studies cultures/geography
- 5 credits of government

Science, must include: 30 credits

- 10 credits of physical science
- 10 credits of biology
- 10 credits of elective courses in the area of science

Mathematics, must include: 30 credits

- 10 credits of algebra
- 10 credits of geometry
- 10 credits of elective courses in the area of mathematics

Physical Education: must include: 10 credits

Computer Technology: must include: 5 credits

Personal Finance: 5 credits – starting with class of 2024

Electives, must include: 85 credits

Eighty-five credit hours of elective courses in the content area(s) of student's choice

Class of 2024 will only need 80 elective credits with the addition of Personal Finance

Any request for exception to the graduation requirements shall be submitted, in writing, to the Senior High Principal at least 60 calendar days prior to the graduation date.

**Requirements for Graduation**

- A student must complete 230 credits, grades 9 thru 12, to qualify for graduation.
- At least the last two terms shall have been completed in residence at Norfolk Senior High. This two-term resident requirement may include a summer term. If a student cannot meet this graduation requirement and wishes to be considered for graduation, he must make application to the Superintendent of Schools, through the Senior High Principal, stating in writing his/her reason for being unable to fulfill the residency requirement.
- A student may ask to be considered for graduation at the end of the first semester when the student shall have satisfied the graduation requirements for Norfolk Senior High. This request shall be submitted in writing to the Senior High Principal by October 15th and March 15th.

**Schedule Changes**

Before you will be permitted to drop any class or change a teacher consultation with your counselor, the teacher, Assistant Principal, and parent are necessary.

- If a student drops a class after 10 school days, a WD (Withdrawal) will be recorded on his/her transcript.
- All students dropping a class after the 10-day drop period will be placed in a study hall.
- Students dropping a course after the first nine weeks of each semester will receive a 60% on their transcript.

**Transfer Credit/Correspondence Courses**

Transfer credits must be from an accredited institution. Correspondence credits must also be from an accredited institution and meet the following criteria: written approval of the Principal, must not take less than 5 weeks to complete, have an approved supervisor, be completed by the time annually designated for completion of Senior grades and credits, (typically the Monday prior to graduation.)

**Weighted Grades**

At the present time all Advanced Placement courses and Accounting 2 are "weighted" courses. Weighting shall be 10% to the students earned GPA.

**SCHOOL POLICIES AND REGULATIONS**

**Access to Records**

It shall further be the policy of the District to provide full access to the records of the students to a parent/guardian all as set forth in 79-4,157, the Federal Education Right to Privacy Act (FERPA), Military Recruiters (Board Policy 5012) and other applicable law during regular business hours of the school.

**Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;

7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Norfolk Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student. A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

#### **Activity Cards**

Any student may purchase an activity card for \$40. The Activity Card allows students to attend all NHS home games, the opening night of plays and musical. It is not valid at NSAA sponsored activities (districts and state tournaments) or the Northeast Nebraska Track Classic.

#### **After School Events**

Norfolk Senior High School offers a number of events students may attend after the school day has ended. It is our expectation that a student attending one of these events either home or away will follow the Norfolk Public Schools Rights and Responsibilities along with the Norfolk Senior High Code of Conduct.

#### **Attendance**

Punctual and regular attendance is an extremely important part of your daily school record. All students are required to attend school daily. State law allows a maximum of twenty days per school year. Absences are excused only when the parents have contacted the school within 24 hours of the absence. All absences (excused or unexcused) shall count towards the twenty-day limit, except for school activity absences and suspensions. Parents will be notified by mail when their student has five, 10, 15 and 20 absences from any class during the school year. On the 10 and 15 absence a meeting will be requested to go over an attendance improvement plan. On the 20<sup>th</sup> absence a letter will be sent to the Madison County Attorney's office.

#### **Attendance - Prearranged Absences**

Request for pre-arranged absences must be completed and turned into the Attendance Office 24 hours prior to the date(s) of the absence. The pre-arranged absences sheets are available from the receptionist. Students are required to meet with each of their teachers to arrange for schoolwork. Parents need to contact the Attendance Office to verify the absence. These absences will be counted toward the mandatory 10-day absence policy. Students who are involved in non-school sponsored activities are required to complete the pre-arranged absence for 24 hours in advance of the absence.

#### **Attendance - Tardiness:**

Students are allowed three tardies to 1st period ONLY before consequences are given. Consequences will be assigned to students tardy to any classes following 1st period on the first tardy. A student will receive a 20 minute detention for the first tardy for all periods except for 1st period which will begin on the 4th tardy. Each additional tardy on the same school day will result in an additional 10 minutes per tardy. First period tardies will be reset to zero at the start of each semester. Tardiness beyond 10 minutes is considered an absence from class. Students can only be excused by a parent when tardy entering the building for the students first period of the day or when returning from open periods. Tardy to the 1st period of the students day for 5 consecutive school days in which the student has not served detention time will result in 1 day of ISS.

#### **Attendance - Truancies/Unexcused Absences**

Students will be considered truant if they (See Truancy Policy)

- Fail to report to school and do not have an excuse from parents or guardians within 24 hours.

- Leave the building without checking out with the main office or school nurse and/or fail to have a parent call before leaving school.
- Are not in their assigned class but remain in the school building without permission. Students that remain unexcused will face disciplinary action as per school policy.
- If a student is unverified for the same period for 3 consecutive days will result in ISS over detention time.

**Book Bags/Backpacks/Duffel Bags /Purses or bags larger than a pencil bag**

Book bags, backpacks, duffel bags, and other large bags are viewed as equipment to transport books and supplies between home and school. They must be stored in hall lockers or, in the case of duffel bags, in the student's gym locker. For safety reasons, these items are not to be used during the school day to carry books and supplies from class to class. Books and supplies must be carried by hand. This will require that students organize their lockers and plan their day around class schedules so that books and supplies may be located quickly, and students are not tardy to class.

**Bicycles**

A bicycle rack is available for bicycle riders and is located at the west entrance. All bicycles should be chained.

**Birth Certificate**

By state law, any student enrolling and transferring to Norfolk High School must provide a certified copy of his/her birth certificate or acceptable affidavit. Students will not be allowed to enroll until these documents have been submitted to the school.

**Breakfast Program**

The high school will be serving breakfast in the morning. Students who want to eat our school breakfast will be able to enter the building at 7:20 a.m. Breakfast will be served from **7:20-7:50 a. m.** each school day. Students should enter the building from the main entrance (door #1). Students riding the bus will be able to eat breakfast when they arrive.

**Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Director of Student Services and the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

**Cafeteria**

A well-balanced Class "A" hot lunch is provided during the school year for all students. The School Board determines the cost of a lunch. All meals are served in the cafeteria. In addition to the regular lunch the Cafeteria provides several items ala Carte each day. Sack lunches must be eaten in the cafeteria or the student center. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TDD). USDA is an equal opportunity provider and employer." The forum area is not to be used for eating purposes. **Food, drink, or snack items may only be consumed in the cafeteria, the student lounge, or other designated area.** After eating you may visit in the cafeteria, student lounge forum. Because classes are being held, students may not loiter in the hallways or locker areas.

Bringing food in from outside vendors (McDonalds, Burger King, Subway, etc) is not permitted. Students should eat at those establishments.

**Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

#### **Cell Phone/ Electronic devices Policy**

**All personal electronic devices (including earbuds and headphones) must be silenced and out of sight during the entire class period. Smartwatches may be worn but cannot be used for communication purposes.**

As with any tool, there are appropriate places and times for the use of these devices. Permissible situations for use of cell phone/electronic devices are ~~when designated for learning by teacher~~, during passing periods and during lunch. Administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day. By allowing students to carry cell phones/electronic devices into the school building, students and their families are consenting to a search of that phone/electronic device by school officials when the school officials determine a need to conduct such a search. Instances determining a need for a cell phone/electronic device search may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, or any other actions deemed inappropriate by administration. Students who fail to follow the cell phone policy will be subject to the code of conduct. MP3 players, cellular phones, CD players, beepers/pagers, and laser pointers have limited usage in an educational setting. There exists a great potential for theft, a lack of control over the material being listened to, and the possible interference of the educational process. Students using these items without permission, in areas not approved, or without teacher permission will have the item(s) confiscated and returned according to the code of conduct. Students refusing to turn over their device to a staff member will be sent to the office to meet with an administrator. **Norfolk Senior High is not responsible for loss of any of these items.**

#### **Class Officer Nominations**

- All members of the class, in good academic standing, who are interested in a particular class office may register as a candidate by submitting his or her name.
- The principal shall set a deadline when all filing shall be completed.
- Please refer to guidelines regulating the participation in extracurricular activities and holding office positions.
- Class officers will be selected from the elected student council membership.

#### **Copyright and Fair Use**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **Counseling Center**

There are four Guidance Counselors at Norfolk Senior High School. Each one is assigned to a part of the alphabet. If you have a problem of any kind, feel free to go to the guidance office and visit with one of the counselors. Guidance services are for your benefit. The counselors can help make the most of your high school years and plan wisely for the future. Some of the more important matters, which the counselors can help you with, include the following:

- A counselor might help you in understanding yourself and finding your place in school. The counselors have available to them a complete record of your scores on scholastic aptitude, achievement, vocational interest tests, grades achieved in classes, and other pertinent information. Knowing and understanding this information will help you to understand yourself better, direct yourself better, and find your place in life.
- Students may also sign up to take part in Job Shadowing and Mentoring
- The behavioral awareness and health point of contact is the school building counselor.

### **Credit for Course Work during Suspension**

Students serving In School or Out School Suspensions will receive full credit for their work completed while in the suspension.

### **Dating Violence Policy 5420**

Norfolk Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2139 to 79-2142

Date of Adoption: May 12, 2014

Date of Reaffirmation: April 9, 2018

Date of Reaffirmation: April 11, 2022

### **Demographic Changes**

Students who change their address and/or phone numbers should report such changes immediately to the **Main Office**. The school also needs an emergency phone number where a responsible adult can be contacted immediately in the event of any emergency.

### **Detentions**

Detentions will be assigned to students who engage in irresponsible behavior. Detentions must be served after school unless permission is granted by a school administrator to do it before school. Students unable to serve a detention on the date assigned must notify the office. Failure to serve a detention within three days of the assigned detention may result in the detention being doubled or being assigned to ISS.

### **Discrimination**

It is the policy of the Norfolk Public Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by the Titles VI and VII of the 1964 Civil Rights Act,

Title IX of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Opportunity in Education Act may be directed to: Director of Student Services Office, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2504.

#### **Emergency Exclusion:**

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

#### **Equal Treatment of Students**

Sensitive to Student Needs: It is the position of the Board of Education that all employees of the Norfolk Public Schools be sensitive to the needs of all students. The Norfolk Public School staff must continually strive to treat all students equally including those who have concerns or questions regarding controversial issues such as abortion, alternative lifestyles, or same sex marriages. Likewise, all students have the right 1) to attend school free from verbal and physical harassment, 2) to attend school where respect and dignity for all is enforced by staff, and 3) to be included in support programs or resources that exist to help teenagers deal with the challenges of adolescence.

#### **Procedures**

If a student who has specific questions or concerns about a staff member of the Norfolk Public Schools regarding any of the issues listed above (or others) and requests assistance of help the following steps should be followed:

- Have the student contact one of the school counselors.
- The counselor will provide the student help in obtaining professional assistance outside the school district including experts: ministers, priests, family counselors, health experts, psychologists, etc.
- If a student believes their rights have been violated the matter will be sent to the building principal for further review and action is needed.

#### **Extra-Curricular Activity Participation**

Students must attend the 4 periods before their activity dismissal or the end of the day. If a student misses any of the 4 periods before their dismissal or the end of the day for an appointment, the absence must be pre-arranged and the student must bring a note from the doctor verifying the appointment. When in doubt consult with school athletic director regarding eligibility *immediately prior* to participating in any school activity (practice or competition.)

### **Fines**

At times, students may incur fines for overdue library books, damage to books or property, loss of school equipment, class fines, etc. Students are expected to be responsible for their property and take care of the items the school has loaned them for periods of time. Students are expected to take care of these fines as they occur. Appeals for fines should be made to a building administrator. Failure to pay fines may result in administrative consequences. Students may not be able to attend designated school activities (like school dances) until all school fines are paid.

### **Grievance Procedure**

Whenever students and/or parents have a problem with another person, the first step is to discuss the problem with the person directly involved.

If that conference is not successful, then the person should see the person who has the next step of responsibility.

- For classroom problems the student/parent should discuss the problem with the classroom teacher privately.
- If that conference is not successful, then one of the administrators should be contacted.
- If the student/parent is still not satisfied, they may file a complaint with the Director of Student Services using the proper Complaint forms.

### **Harassment**

The Norfolk Public Schools prohibit any form of harassment against employees, applicants for employment, and students. Everyone has the legal right to come to school without being harassed. Harassment takes many forms, but in simple terms, threats, name calling, verbal and/or physical intimidation unwanted teasing, telling falsehoods, etc. are considered harassment. Students engaging in harassing behavior can expect to face disciplinary and possibly legal action. Anyone who feels he/she has been harassed should immediately contact: Superintendent's Office, 512 Philip Avenue, Norfolk, NE 68702-0139, (402) 644-2504. See the Norfolk Public Schools Harassment Policy in this handbook.

### **Hazing**

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Norfolk Senior High School will not tolerate hazing in any form.

### **Health Services**

The school nurse's office is located on the first floor of the north addition in room 161. The school nurse provides services to the school and the student in the areas of visual testing, immunization, and control of communicable disease, encouragement of physical and dental examinations and promoting sound mental health. Any student who has to leave the school because of illness must check out with the school nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. It is necessary that the school nurse or office staff speak with a parent in order for a student to be excused from school due to illness or accident. The student is not to call the parent without permission from school personnel. Medications that need to be taken in school are to be given to the school nurse. The medication needs to be in its original container, labeled with the student's name, dosage, name of the medication and how often it is to be given. Non-prescription Medication- If a student must take a non-prescription medication during school, the following procedures are to be followed Parent/Guardian signed and dated authorization or permission to administer the medication during school. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification on medication administration. Students are not to carry a medication with them during the school day. ***If your child has a fever or vomits at home, please keep them at home at least twenty-four (24) hours after symptoms subside. If your child is sent home from school with these same symptoms, the 24-hour wait time is preferred before they return to school. Please check with the school before bringing your child back to school.***

**Note: Immunizations and shot records need to be current and complete or students will not be allowed to enroll in school.**

### **Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the ~~Name~~ Norfolk Public Schools based on it being the school of origin, the new school and ~~Name~~ Norfolk Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally. Office of the Director of Student Programs is the coordinator of homeless student services.

#### **Identification Cards**

Each student will receive an identification card, which is the property of Norfolk Senior High School. The ID card is required to use the cafeteria, library, and to have open campus. Students must carry their ID card at all times and be prepared to show it upon request. A replacement identification card will cost \$5. If students choose to leave Norfolk Senior High School the identification must be returned as part of the withdrawal process. Students entering the building without an ID card will be asked to sign in to verify their identity. If a

student enters the building more than 5 times without their ID they will be referred to an administrator and required to purchase a new identification card for \$5. Repeat offenders may be subject to social suspension.

#### **Immunization / Physical Examination Information**

The Nebraska Department of Health requires the following immunizations in order for your child to enter school **in August, 2023:**

**A student is defined as any child entering Kindergarten through 12<sup>th</sup> and all students transferring from outside the State of Nebraska regardless of grade:**

- 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday
- 3 doses of Polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.

**Additionally for 7<sup>th</sup> grade students- 1 dose of Tdap given any time after 10-11 years of age.**

*Nebraska Law also requires evidence of a vision exam and physical examination by a qualified physician, physician's assistant or nurse practitioner for students transferring in from out of the state.*

#### **Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school website.

#### **Lockers**

Your locker belongs to the school district. For convenience, the School Board gives each student permission to use a locker during the school year. Therefore, students cannot expect their locker to be free from inspection by the school if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

- ~~A signed locker agreement is due at the time of schedule pickup.~~
- Students should not leave valuables in any locker (regular or PE). Money, jewelry, and other valuable items are enticements for untrustworthy people and impossible to trace.
- Material, which by its nature might offend another student, may not be hung in lockers. Also, writing on lockers, inside or out, is prohibited.
- Lockers are to be locked at all times! Never give your lock combination to anyone.
- At the end of the school year Senior High expects the students to clean out their lockers and leave them as they found them. Failure to do so will result in a \$5 fine.

***The school is not responsible for losses from lockers, whether locked or not.*** Lockers have been assigned. No changes may be made without notifying the office. Students are responsible for their assigned locker.

#### **Lost and Found**

Any article that you may find on the school grounds should be turned in to the lost and found in the office. Be sure to check the lost and found if you have lost something. Items unclaimed at the end of each semester will be donated to a local charity. The school is not responsible for lost, stolen, or damaged items.

#### **Make Up Work**

Students with excused absences will be permitted to make up their work, and they are expected to make the effort to see that this work is done. Students who will be gone for an extended period are asked to request their homework with the school receptionist to facilitate the

work being complete when the student returns. Generally, the student will have the same number of school days to complete makeup work, as he or she was absent, however each teacher has their own policy and it will be made available on the first day of class.

### **Married Students**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

### **Media Center**

The purpose of the Senior High Library is to provide students and teachers with materials for enrichment of classroom work and recreational reading. The library is open daily from 7:30 a.m. to 4:00 p.m., except when otherwise announced. The following items about the Media Center should be helpful:

- You are expected to enter and exit the main entrance through the security gate only.
- To come to the Media Center during any assigned class period or study hall you must have a green pass.
- You are responsible for signing in and out of the Media Center and returning the pass to the teacher or study hall monitor before the end of the class period. You will need your ID card to check out materials.
- In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.
- Most library materials may be borrowed for two weeks and then renewed if they are still needed. Reference books, reserve books, periodicals, and vertical file materials are overnight materials and are due before first period the next school day. Any overdue book must be returned or declared lost; if lost, you must pay for the book. If the book is later found and returned to the Media Center, all money will be refunded.
- You will be expected to allow a media specialist to check all materials carried from the Media Center. If you have food or drink in the Media Center, if you act in a disrespectful or disruptive manner, if you are destructive to the Media Center materials, facility, or furniture you will be subject to disciplinary action ranging from detention to being restricted from use of the Media Center.

You are expected to be self-disciplined and use your time in the library to read and/or do research. The Media Center is for you; therefore, think of it as a privilege (not as a right) to use and enjoy.

### **Multicultural Policy**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Native Americans and Latino;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives;
- and providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within the Norfolk Public Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

### **National Honor Society**

- Norfolk Senior High is a member of the National Honor Society. To be eligible for membership, the candidate must be a member of the junior class.
- Candidates must have been in attendance at Norfolk Senior High the equivalent of one full semester prior to election.
- Candidates must have a cumulative grade point average of at least 90 percent. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of members to the National Honor Society shall be by a majority vote of the faculty selection committee. This faculty selections committee shall be composed of teachers from Mathematics, Science, English, Foreign Language and Social Science departments.

- Eligible students may not apply for membership to the National Honor Society. They must, however, complete a student profile that will be used by the faculty selection committee in selecting honor society members.
- The above criteria have been adopted in accordance with the National Honor Society Guidelines.

### **Open Campus**

Norfolk Senior High offers modified open campus to responsible juniors and seniors.

- Freshman and Sophomores do not have any open campus privileges.
- Any Junior or Senior failing one or more classes may lose open campus privilege.
- Any Junior or Senior not on track to meet graduation requirements may not be given open campus privilege.

Students may lose open campus and be assigned to study hall for: loitering in the parking lot, littering, being tardy after open campus, cutting classes and/or being unexcused/truant and other school rule violations.

### **Parental Involvement In Education (LB 1161):**

Madison County School District No. 2 after having conducted a public hearing concerning parental involvement and participation in the school district declares that it will be the policy of the Norfolk Public Schools to provide access to parents to all textbooks, tests, curriculum materials and any other instructional materials used by the school.

### **Parking**

School and student safety is the top priority for NHS and NPS, therefore, all vehicles parked in the parking lots surrounding Norfolk High School must display a parking permit issued by the High School. **Parking permits and replacement permits may be purchased for \$5 at the High School.** Parking at Norfolk High is limited. We suggest getting to school early (7:40 am) and the following guidelines:

- Parking on the grass, visitors area, assigned areas, bus loading zones, islands, are prohibited and will result in being ticketed.
- Parking spaces in front of the apartment buildings are for residents only.
- Do not park in front of mailboxes or driveways.
- Respect the other vehicles parked in the parking lots.
- Report all accidents to the SRO and Security.
- Lock your vehicle and keep all valuables out of sight.
- Mace/pepper spray – students may carry a small travel size bottle of mace on their keychain if it is kept in their lockers through the day. Any use of mace/pepper spray other than self-defense purposes will result in disciplinary action.

Violations will be ticketed:

- 1st Violation = \$5 fine and student conference with security/SRO
- 2nd Violation = \$15 fine, student conference, and parent contact
- 3rd Violation = \$30 fine, referral to administration, possible loss of parking privileges

**\*\*Every parking violation after the 3rd ticket will result in \$30 fine for each one thereafter.\*\***

Vehicles parked on school lots are subject to searches if deemed necessary by High School Administration.

Safety is a priority. Please enter and exit the parking lots safely. Violation of parking rules may result in assigned parking. Failure to do so may result in the loss of parking permit.

### **Participation Fee**

The Norfolk School Board initiated a Participation Fee of \$60. All students participating in an activity in which the sponsor is paid as an extra-duty must pay this fee. The fee is \$60 whether the student is involved in 1 activity or 10. This fee includes an Activity Card required by the Senior High. In the student fees policy the participation fee is referred to as an “activity fee.”

### **Passes**

- Students may request to leave a classroom no more than two times per day. These passes when granted are to be recorded in the student’s planner.

- Students who are returning to an assigned area at a teacher or administrator’s request should have a “green pass” which is not recorded in the student planner.
- Students wishing to use the Media Center during as assigned class or study hall must have a “green pass” from the teacher they are completing work for and sign in at the Media Center desk.
- Students accessing the Achievement Center during Study Hall are to request a “pink pass” from their classroom teacher or Study Hall teacher and check in upon their arrival.

#### **Passing Time**

The passing time between class periods is to allow students to use the restrooms, go to their locker when appropriate, and to move from room to room. NHS expects students to use this time efficiently, appropriately, and to arrive at their next class period on time.

#### **Permit to Leave the Building**

Any student who has to leave the school because of illness or other reasons must check out with the office or the School Nurse. Leaving school without permission will be classified as truancy and dealt with accordingly. Students who receive permits to leave the building for Doctor’s, Dentist’s, or other appointments must have a parent contact the school or bring a written notice from the doctor or dentist prior to leaving. Norfolk Senior High reserves the right to verify all appointments.

#### **Photographs/Press Releases**

Unless parents specifically request in writing to the building principal that their student(s) should not be included student photographs and names may be released for print in school social media accounts, the school websites, and local media publications.

#### **Physical Examinations**

State guidelines require a physical examination signed by a doctor or a signed waiver prior to the seventh grade. This needs to be completed prior to the start of school.

Parents/ Guardians- please note that if your child is planning on playing sports at the 8th grade level, that the sports physical must be completed AFTER the date of May 1 of that year. The NSAA athletic bylaws require the physical to be completed after May 1. If a student has a physical that is dated earlier than May 1st, they will be asked to obtain a new physical in order to participate in sports.

#### **Police Interviews - Policy 5413**

**With the exclusion of the Norfolk Public School Resource Officer;** law enforcement or juvenile officers will not be allowed to interview students at school during the school day without the school official making a reasonable effort to contact parents. *The building principal may grant exceptions to probation and parole officers who desire to meet with students who are already on probation and/or representatives of Social Services who are accompanied by law enforcement officers.* If physical violence or a criminal act occurs at school, the school principal or designee may call the police without first receiving authorization from parents.

#### **Pregnant and Parenting Students**

Norfolk Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

#### **Attendance and Leave of Absences**

Pregnant and parenting students will be permitted to attend to their own health care, their child’s medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student’s licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student’s pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student’s licensed healthcare provider regarding the student’s safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

#### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

#### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a stepthree rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

#### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

#### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

#### Policy Dissemination

Pursuant to law, this policy will be available at the beginning of each school year on the district's website and is hereby incorporated into the student handbook.

#### **Professional Boundaries Rule**

The following professional boundaries rules are in place to protect both staff and students. Every student or parent who observes or suspects a staff member or student violating any of these rules should inform their Building Principal or Superintendent as soon as possible:

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

**Prohibited Use of Electronic Devices:** Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

**Notice Concerning Designation of Law Enforcement Unit:**

The District designates the Norfolk Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

**Notification Of Concern**

It shall be the policy of the district that whenever a parental objection is raised concerning textbooks, tests, or other curriculum materials, the subject matter and concern should be brought to the building principal in writing. Only those requests made in good faith for reasons of conscience or on religious beliefs will be honored. Requests will be made to the building principal on a standard exemption form that will be available in all school buildings and the administrative offices of the District. The administrator of the building will direct the appropriate personnel to make a reasonable effort to provide (when reasonable or practical to do so) alternate instructional and/or school experiences for those activities from which the student has been excused.

**Rehabilitation Act of 1973 - Notice to Parents of Rights Afforded by Section 504**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

**Royalty Selection**

**Homecoming King and Queen:**

- Five (5) candidates for Homecoming King and five (5) candidates for Homecoming King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two consecutive semesters prior to the election. Seniors who graduated early are not eligible to become candidates for Homecoming King or Queen. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- The senior boys will select the Queen candidates and the senior girls will select the King candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

**Winter Royalty King and Queen:**

- Candidates for the Winter Royalty King and Queen will be selected from a list of senior boys and a list of senior girls who are full-time students and have attended NHS for two consecutive semesters prior to the election.
- Students who were candidates for Homecoming King and Queen and students who have graduated early will have their names removed from the lists. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- The senior boys will select the Queen candidates, and the senior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
- The entire student body will vote to select the King and Queen from the list of candidates.

**Prom King and Queen:**

- Candidates for Prom King and Queen will be selected from a list of senior boys and girls who are full-time students and have attended NHS for two consecutive semesters prior to the election. Students who were candidates for Homecoming King and Queen, Winter Royalty King and Queen, and early graduates will have their names removed from the list. They must be academically eligible and not have violated the activity policy prior to the vote for candidates.
- Junior boys will select the Queen candidates and junior girls will select the King candidates. The five (5) girls and the five (5) boys who receive the most votes will be the candidates.
- The entire Junior and Senior classes will vote to select the King and Queen from the list of candidates.
- No girl shall be a candidate for more than one queen. No boy shall be a candidate for more than one king.

### **School Dances**

- Students attending the dances must have their school identification card with them to enter the dance. All students without a card will not be admitted.
- Prior to entering the dance students and their guests must submit to an alcohol breath test. Students who test positive will not be allowed to enter and the police and parents will be contacted.
- Dancing must be appropriate. No front to back dancing; students must face each other.
- Re-entry will not be allowed – once a student or guest leaves the dance, the student or guest will not be allowed to return.
- After the first hour of the dance students will not be permitted to enter the dance.
- NHS administration reserves the right to remove anyone from the dance who behaves or dances in an inappropriate manner.
- Students are requested to choose apparel that is both modest and decent.
- Students are allowed to bring one guest. Guest must be in High School and no older than 20.
- If you plan to bring a guest from outside of Norfolk Senior High School you need to do the following things:
  - Sign your guest up in the office. Guests who are not signed up in advance will not be admitted.
  - Guests from other schools need to bring their identification cards with them to be admitted to the dance.
    - Guests who are no longer in school must bring a drivers' license or appropriate photo identification with them to prove that they are no older than 20 years old.

### **School Hours**

Norfolk High School is open for general student usage from 7:45am until 3:40 pm daily (7:45 am to 2:15 pm on Wednesdays). Students meeting with teachers or involved in activities are expected to remain in those areas. Doors 1 and 16 will be opened for students on school days beginning at 7:00 am and will be locked at 8:10 am. Students arriving before 7:00 am may sit in the vestibule at door 1 or 16. Students arriving at 7:00 am will sit in the school cafeteria, forum, or student lounge. After school all students not meeting with teachers, in school activities, or in detention are to leave the building promptly.

### **School Nurse**

The school nurse's office is immediately west of the administrative offices. If you are ill, secure a pass from your teacher and report to the nurse's office. It is necessary that the school nurse or office official speak with a parent in order for a student to be excused from school due to illness or accident. Failure to check out through the Nurse's Office or the Main Office shall be considered truancy. The student is not to call the parent. A permit to leave the building includes signing out at the office. Students returning to school following three consecutive days of illness/injury must check in with the school nurse.

### **Search and Seizure-Policy 5406**

The administrative team is authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when a member of the administrative team determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. The administrative team is also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school. When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Policy permits school administrators to search vehicles parked on Norfolk Public Schools property. Law enforcement, including drug sniff dogs, will be contacted when circumstances dictate.

### **Smoking and Profanity**

Smoking and profanity are not permitted on any school grounds, in any school building, at any school function, during any part of the day, which includes evening activities. Any of the above may result in the student being suspended. Please refer to the Students Rights and Responsibilities and/or Board policies, which specify suspension and from school. Also see the Senior High Code of Conduct.

### **Social Moratorium**

Students committing violations in Student Code of Conduct may also be assigned a social moratorium effective until the satisfactory completion of a behavior contract. During the moratorium students would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from attending include school dances, sporting events, concerts, drama productions, and musical productions. Administrators may also assign a social moratorium in the case of multiple violations of NHS Code of Conduct categories. (ie truancy / refusal to comply), chronic absenteeism, and not passing 4 or more classes.

### **Special Education**

What is "special education?" Special education refers to "specially designed instruction or support for students with verified disabilities." Which persons are entitled to a special education? School districts in Nebraska provide an education for individuals with disabilities from birth through 21, or program completion.

What disabilities are served through special education programs? Children who benefit from the program offered may have one or more of the following disabilities: behavioral disorder, deafness, blindness, hearing impairment, mental handicap (mild, moderate, severe/profound), orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, visual impairment, autism, or traumatic brain injury. Every effort will be made to educate students with a disability with their non-disabled peers.

How does a child qualify for a special education program?

- a) Any parent or teacher who believes a child may have a disability, can request a Student Assistance Team (SAT) meeting to discuss the possibility of a referral for a special education evaluation.
- b) If the SAT members believe a special education evaluation is necessary, a recommendation will be made to the parents to grant permission for this evaluation.
- c) After written parental permission has been obtained, appropriate qualified professionals complete an evaluation of the child and make recommendations to a Multi-Disciplinary Team (MDT) to determine if there is a disability.
- d) If it is determined that a child has a verified disability, parents and staff members agree on an Individual Education Plan (IEP) to serve the child's special needs.
- e) The child is placed in an appropriate level of special education service that may include a continuum of services ranging from continued regular classroom placement with assistance provided to separate specialized programs. This placement is determined by the IEP team of which parents are an integral part, and is based upon a student's learning needs. Written parental permission is needed for initial placement into special education programming.

### **Staff Qualifications**

On December 10, 2015, President Barack Obama signed the Every Student Succeeds Act (ESSA) into law as Public Law Number 114-95. ESSA reauthorizes the Elementary and Secondary Education Act of 1965 "to ensure that every child achieves."(1)

ESSA is the nation's general education law and, as such, has been revised by Congress many times over the years. The last reauthorization took place in 2001 and was called the No Child Left Behind Act (NCLB).

In accordance with the Every Student Succeeds Act/ PARENTS' RIGHT-TO-KNOW, this is a notification from Norfolk Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner: a) information regarding the professional qualifications of your student's classroom teachers.

Please note that Norfolk High school is not Title 1 school, however, Norfolk Public Schools does receive Title monies.

The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- I. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - a. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - b. The teachers baccalaureate degree major, graduate certification, and field of discipline; and
  - c. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]

### **Student Behavior**

Every effort is made to work with students and special and/or disciplinary problems. Assistance from teachers is solicited in an attempt to accomplish this end. Every effort will be made to make the consequences fit the inappropriate behavior. Special efforts are being made to coordinate behavior expectations and to make consequences consistent among the Middle School, Junior and Senior High. Detentions, work details, loss of privileges, suspension, and even expulsion may result from a single inappropriate behavior or a pattern of inappropriate behaviors based upon the nature of the action(s). Complete standards of behavior, actions which may result in short or long term suspensions, and the procedures for both are contained in the "Students Rights and Responsibilities" which is included in this handbook. Each student receives their handbook on their first day of school and which require acknowledgment by parent and student signature.

### **Student Discipline**

Student discipline is handled in a structured manner and is designed to serve as a deterrent. Consequences for violating school rules and policies include Conferencing with Administration, Conferencing with Guidance Counselors, Detention, Saturday School, In-School Suspension, Out-of-School Suspension, and Expulsion. Please review the Student Rights and Responsibility Section of this handbook for complete information on suspension and expulsion. The Norfolk Senior High Code of Conduct is also contained in this handbook.

### **Student Dress Code**

Norfolk Public Schools subscribe to the premise that teaching principles of good grooming and cleanliness are a desirable facet of the educational process. Our public schools are sensitive to rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty and decency. Administrators must weigh community standards, harassment or standards of others, along with the individual rights. In general, appearances that detract from the learning atmosphere cannot be permitted. It is hoped that students of Norfolk will take pride in their appearance and their school.

#### **Guidelines**

- Advertising or promotion of violence/firearms, alcoholic beverages, tobacco, and illegal drugs/**intoxicants** is not permitted. This includes jewelry.
- Attire that contains vulgar or offensive language, or is sexually explicit, indecent, or lewd.
- All shirts worn must, fit well in the armpit area, and not have a plunging neckline
- Two-piece outfits must touch at the waist. Bare midriffs are not permitted. Skirts and dresses are to be appropriate and modest.
- Shoes must be worn at all times. Slippers are not acceptable.
- Clothing usually worn as undergarments cannot be worn as outer garments. All undergarments (ie; bra, underwear, boxer shorts etc.) should be covered at all times.
- The wearing of novelty headbands, caps, hats, hoods, or sunglasses will not be permitted. Caps, hats, hoods, or sunglasses must be removed upon entering the building. Wearing or carrying bandannas or colored handkerchiefs will not be permitted. (Violations will result in hats and bandanas being confiscated until the end of the school year.)
- The wearing of jeans with holes, slashes, or cuts will not be permitted if they occur above mid-thigh.
- **In order for any clothing item(s) to be considered school appropriate they must cover a person's chest/cleavage, midriff, and buttocks at all times.**
- Chains that are connected at both ends to clothing or wallets/billfolds and are not longer than 12 inches will be permitted if the chain is appropriate for school.
- **No costumes**

#### **Dress Code Violation Consequences**

Violators will be required to change! In some cases the shirt, hat, necklace, etc. will be confiscated and held for parents to pick up students who refuse to correct dress code violations will be referred to the office. Refusal will be considered a violation of student code of conduct category II and students will be subject to the included consequences.

### **Student Privacy Protection**

It is the policy of Norfolk Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal

information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

**Annual Parental Notification of Student Privacy Protection Policy:** The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

**Notification to Parents of Dates of and Right to Opt-Out of Specific Events:** The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information). Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

**Definition of Surveys of Matters Deemed to be Sensitive:** Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### **Student Rosters/Student Photos**

Norfolk Senior High provides a listing of students to U. S. Military Recruiters, Colleges, and occasionally to Senior High approved vendors, i.e. Class Rings, Graduation Supplies. Students may also have their photo used in Norfolk High and local media publications. Families not wanting to be included on the mailing list or not wanting their students photo used must contact the Guidance Office prior to September 1<sup>st</sup> of each school year.

#### **Student Visitors**

It is not the policy of Norfolk Senior High School to allow non-students to attend classes with a student. We feel it is important not to interrupt the educational process.

### **Student Withdrawal**

If a student plans to drop or transfer to another school, he or she must report to the Registrar in the front office for a withdrawal slip. The student then asks each teacher to sign the slip and indicate that the student has checked in all books and met all other obligations. The withdrawal slip is then returned to the Principal's Office.

### **Study Hall Expectations**

Students not taking a full load of courses will be placed in a mandatory study hall. This study hall is considered an important part of the complete curriculum and offers students an excellent opportunity to complete schoolwork. Unexcused absences, or truanancies, will not be tolerated and students will be dealt with according to policy.

#### **Students may not:**

- Talk without the instructor's permission.
- Change seats without the instructor's permission.
- Leave without a pass from the teacher.
- Sleep during study hall.
- Play games.

#### **Students must:**

- Be in the room before the bell rings.
- Bring materials to study hall.
- Follow the instructor's directions.
- Report back from a pass before the bell.

### **Technology**

Students at Norfolk Senior High are required to follow the Norfolk Public Schools Internet Policy. Students and faculty must abide by the policies contained in that agreement. Students and faculty that fail to follow those policies will have their access to technology terminated.

Specifically, Norfolk Senior High School reserves the right to inspect all network files without specific permission with reasonable cause in the interest of system security and integrity. Norfolk Senior High School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain privacy, security and integrity of the Norfolk Senior High School's computing facilities. Norfolk Senior High does not allow any copying of school-owned or licensed software or data to another computer system for personal or external use without prior approval. In order to use the computers available in the Media Center during a study hall, open period, or free time students must have a signed pass from a teacher with the computer assignment listed on the pass.

A complete copy of the "Technology & Internet Agreement" is available at the office. The Norfolk Public School's Internet Policy may be found in this handbook.

### **Telephones**

Use of the office phone will only be allowed in an emergency or when a student is ill. After school usage will begin at 3:30 pm.

### **Title VI Indian Education**

The Title VII Indian Education Program, serving K-12 students, offers tutoring, mentoring, home-school communication/coordination and distributes school supplies each semester. If your student, the parent or grandparent is an enrolled member of a Native American Tribe, please fill out the Student Eligibility form available from your School Principal or Central Office (512 Philip). For additional information or assistance for Native American students, please contact Central Office at 644-2500

### **Transportation Guidelines**

Norfolk Public Schools may provide transportation for all students involved in activities which require transportation. Students may be required to travel together as a team (or group) both to and from the activity. This provides a safe and secure process for all students.

(Board Policy 5506). **In rare situations, a parent/guardian may request, in writing, to take their child either to or from the scheduled activity. This will only be allowed by giving the head coach/sponsor 24 hours notice.** The head coach/sponsor will seek administrative approval before granting this request. Off campus classes transportation will not be provided.

**Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. The Superintendent may use video cameras in locations as deemed appropriate.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recordings may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

# NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

## STUDENTS' RIGHTS AND RESPONSIBILITIES IN NORFOLK PUBLIC SCHOOLS

~~AUGUST, 2023~~

The mission of Norfolk Public Schools is to prepare all students to pursue their goals for the future

This mission is based on beliefs and principles about how students learn and what they must know to behave as responsible citizens and productive workers in a highly competitive, increasingly global society.

This policy statement provides the general guidelines of conduct, which are expected of our students. It also describes the responsibilities of the students in relation to this conduct standard.

These rules and standards apply to all school buildings and grounds, during and immediately before or after school hours. They also apply to school-sponsored functions both on and off school property.

The Board of Education has adopted the following policies of general application governing student conduct in all schools. Principals will establish other rules and regulations applicable to conduct at their respective sites that are consistent with those established by the Board of Education.

### **I. GENERAL STANDARDS OF BEHAVIOR:**

It is expected that students will conduct themselves in a manner, which is considerate of others, respectful of property and mindful of the good of all.

Students should therefore:

- Attend school regularly and punctually.
- Act in a manner that will enhance the learning environment for all students.
- Use school facilities in a way that will conserve their continued usefulness.
- Apply themselves to the best of their ability to the learning tasks assigned.
- Abide by school regulations and assist in their enforcement and modification.
- Participate constructively in school government and assist in modification or regulations for general school improvement.

### **II. STUDENT USE/ABUSE OF ALCOHOL AND OTHER SUBSTANCES:**

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal, contagious, and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

No student may use, possess, be under the influence of, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia

(except drugs as prescribed by a physician) on school grounds or at school-sponsored events. The same restrictions apply to students participating in extracurricular activities. The terms "alcohol or other substances" shall refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, illicit drugs, and look-a-likes. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. This policy applies to all school buildings, grounds and school-sponsored functions or events whether on or off school grounds.

The school district will provide a health curriculum that will include strategies of prevention and intervention designed to educate students on the use/abuse of alcohol and other substances.

Violations of this policy will be handled in accordance with the rules and regulations set forth in this document.

### III. ATTENDANCE POLICY

A. Nebraska State Statute (79-201) requires that all students between the ages of 6 - 18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness.

B. Notification of an absence must be made to the school office or the absence will be considered unexcused. The school district is required by law to notify juvenile justice officials when excessive absences occur. Building administrators will establish attendance guidelines for their respective buildings and they are published in the school's parent/student handbook.

### IV. CONSEQUENCES OF DISRUPTIVE BEHAVIOR: SUSPENSION OR EXPULSION

Conduct which violates the rules and regulations and policies adopted by the Board of Education and as set forth below will subject the student to disciplinary action. Disciplinary action may be, but is not limited to:

- A. Counseling of the student. In alcohol/drug related incidents students shall have an alcohol evaluation performed by a qualified drug/alcohol counselor. Payment will be at the student's expense.
- B. Parent conferences.
- C. Rearrangement of schedule/assignment to another school.
- D. Requirement that the student remain in school after regular hours, summers and Saturdays to complete additional work.
- E. Restriction of participation in extracurricular activity.
- F. Involving law enforcement and/or social service agencies.
- G. **Short-term suspension:** Any student may be excluded from the Norfolk Public Schools for a period of time not to exceed five school days provided that the suspension is assigned under the guidelines provided by Nebraska State Law and as set forth below. Also reference Board Policy 5101

#### 1. Circumstances warranting short-term suspension:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts.
- b. If the student is infected with or can be proven to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
- c. If the student is involved in behavior or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education. Some **objectionable activities or behavior** which could result in short-term suspensions are as follows:
  - 1. Refusal to comply with reasonable standards of behavior established by teachers or building administrator.
  - 2. Use of abusive or profane language.
  - 3. Fighting.
  - 4. Willful truancy or willful and repeated tardiness.
  - 5. Vandalism, theft or pilferage of property belonging to the school district staff members or students.
  - 6. Engaging in the unlawful possession, being under the influence of, selling, dispensing, or use of an illegal substance, tobacco or alcoholic beverage.
  - 7. Committing any other act or becoming involved in any other activity, which causes a disruption in the normal educational opportunity for other students.
- d. If the student's conduct presents a clear threat to the physical safety of himself/herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- e. Conduct constituting grounds for expulsion or long-term suspension as set out in Nebraska law.

**2. Procedure for short-term suspension:**

- a. When a student is accused of conduct which might result in suspension under this section, the building administrator (Assistant Principal/ Dean of Students) is to conduct an investigation into the charges made and ascertain whether there is evidence of a violation of sufficient seriousness to warrant further action.
- b. When the building administrator believes that further action is needed, he/she shall inform the student of the charges against him/her and give the student an opportunity to present his/her version of the incident.
- c. Should the building administrator believe that a short-term suspension is justified, the building administrator shall make every reasonable attempt to notify the student's parent or guardian immediately.
- d. The suspension shall take effect at the time specified by the building administrator. Written notification of the suspension shall be sent by regular mail to the parent or guardian as soon, as is reasonably possible.
- e. Such suspension may be either "in-school," where in a student does not attend classes but reports for study under supervised conditions as the building administrator may direct, or "out-of-school," where in a student is not permitted to be present on school property. **In either case, students may not participate in or attend any activities sponsored by the Norfolk Public Schools.**
- f. Opportunity will be given students so suspended to make up work missed.
- g. If the building administrator makes a decision to discipline a student and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian must appeal with the Building Head Principal within 5 school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the building administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within three calendar days from the date that the appeal is received.
- h. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Building Head Principal.

**Long-term suspension/expulsion:**

**Long-term suspension** shall mean the exclusion of a student from attendance in all schools within the Norfolk Public School System for a period of time exceeding five but less than twenty school days. **Expulsion** shall mean exclusion from attendance in all schools within the system.

1. Length of expulsions for regular and special circumstances

- **Regular Circumstances.** The expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect, unless the misconduct occurred (1) *First Semester* - within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (2) *Second Semester* - within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year (subject to automatic review).
- **Special Circumstances involving use of force and personal injury.** (1) *First Semester* - period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester or (2) *Second Semester* - if the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.
- **Special circumstances involving firearms.** Expulsion period not less than one calendar year.

**2. The following student conduct shall constitute grounds for a long-term suspension or expulsion** subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during a school function or event off school grounds:

- a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- b. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
- c. Threatening, intimidating, causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense or an action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
- d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- e. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon.
- f. Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds.

Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.

- g. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun), which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means

- any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
  - any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.
- h. Engaging in the unlawful possession being under the influence of, selling or use of an illegal substance or alcoholic beverage or that, which is represented to be an illegal substance or alcoholic beverage.
  - i. Public indecency.
  - j. Sexually assaulting or attempting to sexually assault any school employee or student (this may result in mandatory reassignment).
  - k. Engaging in any other activity forbidden by the laws of the State of Nebraska when this activity constitutes a danger to other students or interferes with school purposes.
  - l. Continuation of disruptive activities, which resulted in disciplinary action or short-term suspension(s), if such violation constitutes a substantial interference with school, purposes.

**Procedure for long-term suspension/expulsion:**

The procedure shall be the same as that of short-term suspension except as follows:

- a. The principal (Head Building Principal, Assistant Principal) may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of: a) interference with an educational function or school purpose or b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the principal makes such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.
- b. On the date of the decision a written charge and a summary of the evidence supporting such charge shall be filed with the Director of Student Services. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student's parent or guardian and by regular mail to the student.
- c. Such written notice shall include the following:
  - 1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
  - 2. The penalty, if any, which the building administrator has recommended in the charge, and any other penalty to which the student may be subject.
  - 3. A description of the hearing procedures provided along with procedures for appealing any decision rendered at the hearing.
- d. A statement that the building administrator, legal counsel for the school, the student, the student's parent or guardian, and/or the student's representative (or legal counsel) shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
- e. A form on which the student, student's parent, or guardian may request a hearing to be signed by such parties and delivered to the building administrator or Superintendent in person or by registered or certified mail as prescribed by state law.
- f. Nothing in this policy shall preclude the student or the student's parent guardian or representative from discussing and settling this matter with appropriate school personnel prior to the hearing.
- g. If a hearing shall be requested within five school days of the receipt of the written notice by the student or the student's parent or guardian, the Superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.
- h. If the student, parent or guardian institutes the appeal following the determination of the Superintendent, they may appeal to the Norfolk Board of Education. Such an appeal shall be made within seven school days following receipt of the written notice of the determination of the Superintendent.
- i. A hearing shall be held before the Board of Education within a period of ten school days after it is requested and such time for a hearing may be changed by mutual agreement of the student and Superintendent, except that the hearing may be held before the Board of Education of not less than three members.

#### 4. Alternative Education Program During Expulsion

- a. An Alternative Education Program will be available to all students during the period their expulsion is in force, except for circumstances outlined in Section G.1.c. above (firearms). These Alternative Education services are made available to students in accordance with revised Nebraska State Statutes 79-266 and Nebraska State Rule 92NAC17. Student participation in an Alternative Education Program is optional. Specific components of this program are developed with the building principal and may vary, depending upon the age of the student.

## NORFOLK, NEBRASKA

### STUDENTS' RIGHTS AND RESPONSIBILITIES IN EXTRACURRICULAR ACTIVITIES

**August, 2023**

The following rights and responsibilities are designed to strengthen self-discipline, to enhance physical and mental conditioning, to improve the health of the participant, and to provide due process to protect all students participating in extracurricular activities while attending the Norfolk Public Schools. It is the belief of the Norfolk Public Schools that students participating in activities should be held to a higher standard.

All students in grades 9 - 12 may be excluded from participation in extracurricular activities for the following infractions:

- Conduct constituting grounds for suspension or expulsion from the academic program as established in board policy.
- Any other violation of rules or standards of behavior under this policy.

Such exclusion shall be made only after the building administrator has made an investigation of the alleged conduct or violation and has determined that the student is guilty of the rules or standards of behavior contained in this policy. Before the exclusion(s) shall take effect, the student shall be given oral or written notice of the charges, an explanation of the evidence the authorities have, and an opportunity to present his/her version of the incident.

#### **Activities Covered**

All students engaged in activities, such as:

- Interscholastic activities, including but not limited to, speech, debate, band, choir, orchestra, DECA, FFA, FBLA, and athletics;
- Elected to a position of responsibility, including but not limited to, class officer, student council, or position of responsibility in any school activity;
- Representing the school in all school sponsored activities, including but not limited to, drama, Pink Panthers, band, and cheerleaders; or
- Honor Positions, including but not limited to Homecoming, Winter Royalty, and Prom will be governed by the following rules.

These rules apply to student conduct during the entire calendar year. If a student violates one or more of these rules, he/she shall be subject to discipline as described in this policy.

#### **Eligibility**

In order to compete in Nebraska School Activities Association sanctioned activities, and all school sponsored activities, students must:

- Successfully complete 20 academic credits the prior semester and,
- Be enrolled in 20 academic credits during the current semester.

#### **Rules/Standards**

The following rules and standards concerning student conduct for extracurricular activities are established to assist the Norfolk Public Schools in carrying out the function of the activity. The infractions are:

1. Possess, use, be under the influence of, sell or distribute alcohol or illegal drugs or possess drug paraphernalia.
  - a. In alcohol/drug related incidents, school administration shall recommend to families that students have an alcohol/drug evaluation performed by a qualified drug/alcohol counselor. The purpose of the evaluation is to help the individual student and the family. A list of local agencies is available from the principal, school nurse, or guidance counselor.
2. Possession or use of tobacco.

3. Engaging in any activity which is classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the state of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
4. Classified as a Class IV or V Misdemeanor under the following categories:
  - a. Tobacco use by minors
  - b. Minor misrepresenting age to obtain tobacco
5. Knowingly and voluntarily bringing to school, possessing, handling, or transmitting or using any gun, knife, or other dangerous weapon in school, on school grounds, or at a school function off of school grounds.
6. Violation of the Norfolk Public Schools' Harassment Policy.
7. Offenses which are not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be unacceptable.

**Committing any act, which is classified as a felony by the State of Nebraska, may be considered a third offense under the exclusion section of this policy.**

The above listing is not inclusive and the administration and school reserves the right to deal with all infractions and violations on an individual basis. All violations will be dealt with in an equitable manner.

A committee will be formed to deal with and interpret violations not listed or in question. The committee membership will be representative of the entire School Staff.

**Exclusions**

Exclusion(s) is (are) to take place in the activity or activities that the student is currently engaged in or in the next activity in which the student participates.

Students will not be allowed to serve exclusion in an activity if they were not involved in that activity the prior season or school year. They will not be allowed to participate in any other activity until the suspension is completed.

**First Offense**

When a student violates one of the previously listed infractions the building administrator (Assistant Principal) will exclude that student from their current activity or activities or their next activity for a term equal to one-fourth of the season.

**Self Reporting**

On a student's first violation of a rule listed in this policy, the student may reduce the exclusion from the activity or activities by one-half by:

- Self-reporting to the school administrator or current activity coach/sponsor within the first school day after the violation occurs, including Summer School days.

*Self-reporting is an admission that the student violated a rule.*

**And**

- In drug/alcohol violations completing an evaluation performed by a qualified drug/alcohol counselor/ (at the parent's/student's expense) and following the recommendations.
- In other violations an intervention with the student, parent, coach, Activities Director, and Counselor will be held. Students that violate a rule at school, at a school activity, or being witnessed by a school staff member may not Self-Report.

*The Self-Report option is only available for first-time offenders once during their high school (grades 9-12) career.*

**Second Offense**

The second time a student violates one of the previously listed individual rule or a combination of rules the building administrator will exclude the student from their current activity (activities) and/or their next activity for the equivalent of an entire season.

**Third Offense**

When a student accumulates a third violation of an individual rule or combination of rules listed previously the building administrator will exclude that student from extracurricular activities for a period of 12 months.

**Fourth Offense**

Any student accumulating four violations of an individual rule or combination of rules in paragraph I.A. of this policy will be excluded from extracurricular activities for the remainder of their high school career.

**Procedures Of Disciplinary Consequences**

Disciplinary consequences are to be administered with as much uniformity as possible. Students who are excluded from participation in extracurricular activities will be provided due process.

- A. The administration shall, as soon as is reasonably possible:
  - Summarize in a written statement to the student and the student's parent or guardian, the student's alleged conduct or violation of the rules or standards.
  - Make a reasonable effort to establish a conference between the parent or guardian and the student with the appropriate personnel before the student rejoins the activity.
  - File a copy of the written summary with the Building Head Principal.
- B. If the administrator makes a decision to discipline a student who is participating in an extracurricular activity and the parent or guardian does not accept this decision, the parent or guardian may appeal to the Building Head Principal. The student or the student's parent or guardian shall file the appeal within five school days of the receipt of the written notice. The Building Head Principal shall review the incident and the disciplinary action imposed by the administrator. The Building Head Principal shall inform the parent or guardian of his/her decision within seven calendar days from the date that the appeal is received.
- C. If the parent or guardian does not accept the decision made by the Building Head Principal, he/she may appeal, within five school days, to the Director of Student Services. The Director of Student Services shall review the incident and the disciplinary action imposed by the Building Head Principal. The Director of Student Services shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- D. If the parent or guardian does not accept the decision made by the Director of Student Services, he/she may appeal, within five school days, to the Superintendent of Schools. The Superintendent shall review the incident and the disciplinary action imposed by the building administrator and/or the Director of Student Services. The Superintendent shall inform the parent or guardian of his/her decision within seven calendar days from the date the Director of Student Services decision is appealed.
- E. If the parent or guardian does not accept the decision made by the Superintendent of Schools, he/she may appeal to the Norfolk Public Schools' Board of Education, within five school days. The Board of Education shall review the incident and the decision made by the Superintendent of Schools. They shall inform the parent or guardian of their decision within thirty calendar days from the date that the appeal is received. Nothing in this policy shall preclude the student or the student's parent/guardian or representative from discussing and settling this matter with appropriate school personnel prior to the conference with the Director of Student Services, the Superintendent of Schools or the Board of Education.

## NORFOLK PUBLIC SCHOOLS/SENIOR HIGH STUDENT FEE POLICY #5416

### STUDENT FEES POLICY

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

The District's policy is to provide for the free instruction in accordance with the Nebraska Constitution, state and federal law. This means that the District's policy is to provide free instruction for all courses, activities and programs which are offered in the district by providing staff, facility, equipment, and materials that is necessary without charge or fee to the students. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided the opportunity for a fee waiver or be provided the necessary materials or equipment without charge. A student who qualifies for the free or reduced price lunch and breakfast program is not required to participate in the free or reduced price lunch and breakfast program for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity and prior to purchase of the materials. Some examples are: (1) Items necessary for all state required and elective courses offered by the district. (2) Participation in extracurricular activities and use of a musical instrument in optional music courses that are not extracurricular activities. Waivers will be updated annually by specific grade level and can be found on the school website or by contacting the specific building the student attends. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

The School Board will have a Student Fee Fund established which is for the purpose of tracking all student fee receipts and expenditures. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

#### Instructional / Extracurricular and Miscellaneous Fee Guidelines

- (1) General Course Materials: Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers/binders, protractors and math calculators. A specific class supply list will be published annually in a Board approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
- (2) Damaged or Lost Items: Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Charges of this nature are not waivable.
- (3) Materials Required for Course Projects: Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- (4) Musical Instruments: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- (5) Non-specialized attire required for specified courses and activities: Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or

programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(6) Specialized equipment or attire: The District will furnish students with specialized equipment and attire for participation in extracurricular activities that is required by the district. The District is not required to provide for the use of any particular type of equipment or attire that is considered optional.

(7) Participation in summer school or night school: Students who do not qualify for a student fee waiver are responsible for fees to participate in summer school or night school.

(8) Breakfast and lunch programs: Any student who qualifies for free or reduced breakfast and lunch will received one full breakfast and lunch each day at a reduced or free rate. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs that fall outside of the qualifying breakfast or lunch.

(9) Personal Consumable Items: Students are also responsible for the cost of food, beverages, personal or consumable items which students purchase from the District or at school, whether from a "school store," a vending machine, booster club, parent group sale, book order club, or the like. Students who do not qualify for free or reduced price meals may be required to bring money or food for field trip meals or similar activities.

(10) Copies of student files or records: The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Guidelines on Activities, programs and services where student fees are not waived

- (1) Participation in before-and-after-school or pre-kindergarten services: Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.
- (2) Parking: Students may be required to pay for parking on school grounds or at school sponsored activities, and may be subject to payment of fines for failure to comply with school parking rules or damages caused by vehicles.
- (3) Transportation costs: Students are responsible for fees established for transportation services provided by the District to the extent permitted by federal and state laws and regulations.
- (4) Postsecondary education costs: Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge to receive high school credit only.
- (5) National Trips: Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota). Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip. Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The

District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a "non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611 (transportation)

Neb. Rev. Stat. §79-2104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

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Date of revision: June 10, 2024

## **Student Fee List**

### **Activity Cards**

The activity card is a photo ID and allows students to attend all Norfolk Junior High and Norfolk Senior High School home games, the opening night of plays and musicals. It is NOT valid at NSAA sponsored activities (district and state tournaments) or the Northeast Nebraska Track Classic. Elementary students will be notified of dates, times and locations when photo ID's will be taken for activity cards at a cost of \$40.

### **Activity Fees**

Activities that are governed by the Nebraska School Activities Association, Nebraska State Band Masters, or have public performances as part of the activity pay a fee of \$60, which includes an activity card. Students pay this fee once per year regardless of the number of activities in which they are involved. This fee must be paid in advance. *Students/families that qualify for free or reduced lunches may have the fees waived by completing a waiver request form, prior to the start of their first activity.*

Activity Fees' Requirements – Grades 9-12 (as follows)

| <b>Activity</b>                       | <b>Senior High<br/>(Gr. 9-12)</b>  |
|---------------------------------------|------------------------------------|
| Participation Fee w/ Activity Card    | \$60.00/year (All NSAA Activities) |
| Band Instrument Rental (School Owned) | \$75.00 /year                      |
| Band shoes <b>and gloves</b>          | <del>\$45.00</del> \$37.00/year    |
| Band Uniform Cleaning                 | \$15.00/year                       |
| Baseball Hats and socks               | \$60.00 year                       |

|                                                                     |                                             |
|---------------------------------------------------------------------|---------------------------------------------|
| Cheerleading uniform<br>(Shell, Skirt, <del>Pom's and Shoes</del> ) | <del>\$80.00</del> 75.00/year               |
| Choir Robe Cleaning                                                 | \$15.00/year                                |
| Show Choir <del>Performance Outfit</del>                            | \$100 to \$250.00/year                      |
| Flags/Color Guard                                                   | Up to \$300.00/year                         |
| Golf shirt and Pullover                                             | \$140.00 year                               |
| Graduation Cap & Gown                                               | \$50.00/year                                |
| Orchestra Instrument Rental (school owned)                          | \$25.00/semester                            |
| <del>Orchestra (Violin/Viola) Shoulder Rests</del>                  | <del>\$25.00/year</del>                     |
| Participation Fee                                                   | \$20.00/year (Non-NSAA Activities)          |
| Pink Panthers<br>(Shell, Skirt, <del>Pom's and Shoes</del> )        | Up to <del>\$80.00</del> 75.00 year Uniform |
| Soccer Shin Guards/socks                                            | \$55.00 year                                |
| Softball Visor and stirrups                                         | \$55.00/year                                |
| Summer School                                                       | \$20.00 per session                         |
| Swimming                                                            | \$10 cap \$20 goggles + \$100.00 Swimsuit   |
| Technology Fee                                                      | \$35.00/year                                |
| Tennis Boys                                                         | \$100.00 top and bottom                     |
| Tennis Girls                                                        | \$115.00 top and bottom                     |
| Volleyball                                                          | \$55.00 (Knee Pads & shorts)/year           |
|                                                                     |                                             |

\* Summer School fees will be collected for courses taken for credit accrual. Courses taken for credit recovery will not be subject to fees.

\*\*Courses that include projects that students may keep upon completion will be required to have project cost projection sheets completed AND signed by the student, parent and instructor, prior to beginning work on the project.

#### **Athletic Physicals**

The Nebraska School Activities Association (NSAA) requires that students involved in athletics be required to have a physical annually.

#### **Recommended for Specific Courses**

Graph Paper-Math  
Compass-Geometry  
Protractor-Geometry

Scientific Calculator-Algebra 2 and above  
Graphing Calculator-Algebra 2 and above  
Mechanical Pencils/Erasers-Drafting  
Safety Glasses-All Shop & Ag Courses

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations and policies developed for the safe and efficient operation of the school are not student fees.

#### **Parking Permits**

Students driving to school and parking on school grounds must register with the school office to obtain a parking permit. Vehicles parked on school grounds without a parking permit are subject to fines and may be towed at the expense of the owner of the vehicle. There is a \$5 cost to obtain the permit. There will be a \$5 charge to replace lost or damaged permits.

#### **Graduation Caps and Gowns**

In order to participate in commencement exercises students are required to purchase a cap and gown.

Commencement Ceremony - During the commencement ceremony participating students are allowed to wear only items that are distributed by school officials. Items not distributed by school officials cannot be worn on the outside of caps or gowns.

#### **Fund Raising**

Students may be required to partake in fundraising activities in order to participate in extracurricular activities. If fundraising is required for a particular extracurricular activity, any student participating in such activity shall be expected and required to participate equally and share equally in whatever funds are raised.

#### **Penalties**

Students who fail to pay overdue student fees may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, a transcript, or credit for coursework completed for failure to pay student fees.

## **HARASSMENT POLICY (5401) for STUDENTS AND STAFF**

Anti-discrimination, Anti-harassment, and Anti-retaliation

### **A. Elimination of Discrimination.**

The Norfolk Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, (including skin color, hair texture, and protective hairstyles) color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Student Services—512 Philip Avenue, Norfolk, NE 68701 (402) 644- 2500

Employees and Others: Resources Director—512 Philip Avenue, Norfolk, NE 68701 (402) 644-2500

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816)

268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

## B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

### **1. Purpose:**

The Norfolk Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

## **2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District’s discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

## **3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District’s website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

### **i. Level 1 (Investigation and Findings):**

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District’s investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or

her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) working day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed

to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

#### **4. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

#### **5. Training:**

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

#### **6. Designated Compliance Coordinators: Designated compliance coordinators will be responsible for:**

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.

k. Performing other duties as assigned. The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

**7. Preventive Measures:** The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with antidiscrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: September 14, 2015

Date of Reaffirmation: March 12, 2018

Date of Revision: July 9, 2018

Date of Revision: July 12, 2021

Date of Reaffirmation: February 14, 2022

## NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

### **Internet Policy**

The Board of Education will provide Internet services to teachers and students to promote educational excellence in the Norfolk Public School District by facilitating resource sharing, innovation, and communication.

To teach appropriate strategies for accessing information for research and education, this school district offers access to Internet and other computer networks, subject to the rules and procedures to be set by the Board of Education, or its designee, as to such access and use.

Internet Safety and Acceptable Use--Policy 6800--will be distributed as a separate handout. Parent and student sign-offs will be required.

## NORFOLK PUBLIC SCHOOLS NORFOLK, NEBRASKA

### **District Truancy Policy**

Additional information regarding student attendance and excessive absenteeism is available on-line under Board of Education Policy 5008.

## Norfolk Senior High School Code of Conduct

Students are encouraged to help make their time at Norfolk Senior High School both pleasant and beneficial. Students are expected to:

Act in a responsible manner following all rules and regulations of Norfolk Senior High and the Norfolk Public Schools

- Respect each person’s individuality and his/her right to an education.
- Act appropriately and work cooperatively with everyone in the building.
- Attend all classes, coming to each class with required materials, to include completing assignments.
- Never verbally or physically abuse or harass anyone.
- Respect authority and comply to directions appropriately.
- Use appropriate language and good manners in all personal dealings.
- Communicate with teachers, staff, and other students.
- Respect the property of others.
- Constantly work to improve.

Those offenses that on their own may not lead to long term suspension or expulsion, if repeated, may lead to long term suspension or expulsion.

This is the guide used by Norfolk Senior High School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

| <b>Infraction</b>                                                          | <b>1<sup>st</sup> Intervention/<br/>Consequence</b>                                   | <b>2<sup>nd</sup> Intervention/<br/>Consequence</b>                                    | <b>3<sup>rd</sup> Intervention/<br/>Consequence</b>                           |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>A1</b><br>Assault on student without injury                             | OSS 3-5 days.<br>Notify parents and police.<br>Possible recommendation for expulsion. | OSS 5-19 days.<br>Notify parents and police.<br>Possible recommendation for expulsion. | Recommendation for expulsion.                                                 |
| <b>A2</b><br>Assault on student with injury                                | OSS 5-10 days<br>Notify parents and police. Possible recommendation for expulsion.    | OSS 10-19 days.<br>Notify parents and police.<br>Recommendation for expulsion.         |                                                                               |
| <b>A3</b><br>Assault on school personnel, with or without result of injury | OSS 10-19 days<br>Notify parents and police.<br>Recommendation for expulsion.         |                                                                                        |                                                                               |
| <b>A4</b><br>Fighting                                                      | OSS 3-5 days.<br>Notify parents and police.                                           | OSS 5-10 days.<br>Notify parents and police.                                           | OSS 5-19 days.<br>Notify parents and police.<br>Recommendation for expulsion. |

|  |  |                                        |  |
|--|--|----------------------------------------|--|
|  |  | Possible recommendation for expulsion. |  |
|--|--|----------------------------------------|--|

- The level of violence may affect the length of suspension.
- ***If both students “swing”, both are considered to have fought and using self-defense is not a defense.***
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.

|                                                                                                       |                                                                                                 |                                                                                               |                                                                               |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>A5</b><br>Threats, intimidating, or menacing another student including hazing.                     | ISS 1-3 days.<br>May OSS 1-3 days.<br>Notify parents, may notify police.                        | OSS 3-5 days.<br>Notify parents, may notify police.<br>Possible recommendation for expulsion. | OSS 5-19 days.<br>Notify parents and police.<br>Recommendation for expulsion. |
| <b>A6</b><br>Threats, intimidating, or menacing school personnel.                                     | OSS 1-5 days.<br>Notify parents and police. Possible recommendation for expulsion.              | OSS 5-19 days.<br>Notify parents.<br>Recommendation for expulsion.                            |                                                                               |
| <b>A7</b><br>Swearing at school personnel                                                             | OSS 3-5 days.<br>Notify parents and remove from the class.                                      | OSS 5-19 days.<br>Notify parents.<br>Possible recommendation for expulsion.                   | Recommendation for expulsion.                                                 |
| <b>A8</b><br>Initiating a real or perceived threat on the school ie bomb threat, shooting threat etc. | OSS 5-19 days.<br>Notify parents, police, and/or fire marshal.<br>Recommendation for expulsion. |                                                                                               |                                                                               |

Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles; 5) Tasers.

From the Norfolk Public Schools Rights and Responsibilities:  
Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term “firearm” as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and

shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means

- A. any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
- B. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
- C. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.

| <b>Infraction</b>                                                                                                                                                                                                                                                                                                                                                               | <b>1<sup>st</sup> Intervention/ Consequence</b>                                                                | <b>2<sup>nd</sup> Intervention/ Consequence</b>                             | <b>3<sup>rd</sup> Intervention/ Consequence</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------|
| <b>B1</b><br>Weapon                                                                                                                                                                                                                                                                                                                                                             | OSS 10-19 days.<br>Retain the object. Notify parents and police. Possible Recommendation for expulsion         | Retain the object. Notify parents and police. Recommendation for expulsion. |                                                 |
| <b>B2</b><br>Firearm                                                                                                                                                                                                                                                                                                                                                            | Mandatory 1 calendar year expulsion.                                                                           |                                                                             |                                                 |
| <b>B3</b><br>Nuisance or dangerous items: stink bombs, squirt guns, snowballs, etc.                                                                                                                                                                                                                                                                                             | Detention.<br>May ISS 1-3 days.<br>Notify parents.                                                             | ISS 1-3 days.<br>Notify parents.                                            | OSS 3-5 days. Notify parents.                   |
| <b>C1</b><br>Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/lookalike/ imitation “Under the influence” means any level of impairment and includes even the odor of alcohol or illegal substances on breath or person of student. It includes being impaired by reason of the abuse of any material used as a stimulant. | OSS 10-19 days.<br>Notify police. Recommend drug/alcohol evaluation.<br>Possible recommendation for expulsion. | Recommendation for expulsion.                                               |                                                 |
| <b>C2</b><br>Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind or placebo/lookalike/ imitation                                                                                                                                                                                                                                 | Recommendation for expulsion.                                                                                  |                                                                             |                                                 |

|                                                                                                      |                                                                                                                                    |                                                                                                                                 |                                                                                                            |
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| <b>C3</b><br>Possession of drug paraphernalia and or sale of.                                        | OSS 5-19 days.<br>Notify parents and police.<br>Possible recommendation for expulsion. SCIP referral.                              | OSS 10-19 days.<br>Notify parents and police.<br>Possible recommendation for expulsion.                                         | Recommendation for expulsion.                                                                              |
| <b>D1</b><br>Robbery (use of force or fear)                                                          | OSS 5 days.<br>Notify parents and police.<br>Possible recommendation for expulsion.                                                | OSS 5-19 days.<br>Notify parents and police.<br>Recommendation for expulsion.                                                   |                                                                                                            |
| <b>D2</b><br>Extortion                                                                               | ISS 1-3 days.<br>Notify parents.                                                                                                   | ISS/OSS 1-5 days.<br>Notify parents. Possibly notify police.                                                                    | OSS 3-5 days.<br>Notify parents and police.<br>Possible recommendation for expulsion.                      |
| <b>E1</b><br>Fire setting, arson.                                                                    | OSS 5-19 days.<br>Notify parents, police, and fire marshal. Reimburse district for loss. Recommendation for expulsion.             |                                                                                                                                 |                                                                                                            |
| <b>E2</b><br>Graffiti or causing damage to school property, private property                         | ISS/OSS 1-5 days.<br>Notify parents and police.<br>Reimburse for loss. Possible recommendation for expulsion.                      | ISS/OSS 3-5 days.<br>Notify parents and police.<br>Reimburse for loss. Possible recommendation for expulsion.                   | OSS 5-19 days.<br>Notify parents and police.<br>Reimburse for loss.<br>Recommendation for expulsion.       |
| <b>E3</b><br>Signaling false fire alarm, tampering with equipment, vape detectors, or extinguishers. | ISS/OSS 1-5 days.<br>Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion. | OSS 5-19 days.<br>Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion. | Recommendation for expulsion.                                                                              |
| <b>F1</b><br>Theft or attempted theft of school or private property.                                 | ISS/OSS 1-3 days.<br>Notify parents and police.<br>Reimburse for loss. Possible recommendation for OSS/expulsion.                  | OSS 3-5 days.<br>Notify parents and police.<br>Reimburse for loss. Possible recommendation for expulsion.                       | OSS 5-19 days.<br>Notify parents and police.<br>Reimburse for loss. Possible recommendation for expulsion. |
| <b>F2</b><br>Wrongful possession of school or private material                                       | ISS 1-3 days.<br>Notify parents. May notify police.                                                                                | OSS 3-5 days.<br>Notify parents. May notify police.                                                                             | OSS 5 days.<br>Notify parents. May notify police.                                                          |
| <b>F3</b><br>Knowingly receiving stolen school property.                                             | ISS 1-3 days.<br>Notify parents. Possible notification of police.<br>Reimburse for loss. Possible recommendation for expulsion.    | OSS 3-5 days.<br>Notify parents and police.<br>Reimburse for loss. Possible recommendation for expulsion.                       | OSS 5-10 days.<br>Notify parents and police.<br>Reimburse for loss. Possible recommendation for expulsion. |

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| <b>G1</b><br>Smoking, offering to others, or use of tobacco / vapor products. (dipping, smoking, e-cigarettes, vapor products & etc.)                                                                                                      | ISS/OSS 1-3 days.<br>Notify parents. SCIP referral.                                       | OSS 3-5 days.<br>Notify parents.                                                       | OSS 5 days.<br>Notify parents.                                                 |
| <b>G2</b><br>Possession of matches, lighter, e-cig /vapor pipe, vape products, chewing tobacco or cigarettes.                                                                                                                              | ISS/OSS 1-3 days<br>Confiscation of items. Notify parents.                                | ISS/OSS 3-5 days.<br>Confiscation of items. Notify parents.                            | OSS 5 days.<br>Confiscation of items. Notify parents.                          |
| <b>G3</b><br>Continually present during vape detector activations.                                                                                                                                                                         | Meet with Administration/Formal Warning                                                   | ISS 1-3 days and/or Student placed on no pass/no public restroom list.                 | ISS/OSS 1-5 days                                                               |
| <b>H1</b><br>Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic, or verbal comments about an individual's body of a sexual nature or racial background. | Conference with administrator.<br>May ISS/OSS 1-3 days.<br>Notify parents.                | ISS/OSS 1-5 days.<br>Notify parents.                                                   | OSS 3-5 days.<br>Notify parents.                                               |
| <b>H2</b><br>Visual harassment: offensive posters, pornography, internet misuse, social media postings, photos, videos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.                                   | Conference with administrator.<br>May ISS/OSS 1-3 days.<br>Notify parents.                | ISS/OSS 1-5 days.<br>Notify parents.                                                   | OSS 3-5 days.<br>Notify parents.                                               |
| <b>H3</b><br>Physical harassment: Intentional or obvious unwelcome or offensive physical contact.                                                                                                                                          | ISS/OSS 1-5 days.<br>Notify parents and police.<br>Possible recommendation for expulsion. | OSS 5-10 days.<br>Notify parents and police.<br>Possible recommendation for expulsion. | OSS 10-19 days.<br>Notify parents and police.<br>Recommendation for expulsion. |
| <b>H4</b><br><b>Sexting:</b><br>Sharing or sending sexually explicit photographs of minors via cell phone or other electronic devices                                                                                                      | OSS 10-19 days. Notify parents and police.                                                | Recommendation for expulsion.                                                          |                                                                                |
| <b>I1</b><br>Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.                                                                                                | Detention/ ISS 1-3 days.<br>Notify parents.                                               | Detention/ISS 1-3 days. May OSS 1-3 days. Notify parents.                              | ISS/OSS 1-5 days.<br>Notify parents.                                           |

|                                                                                                                                                                |                                                                                |                                                                                              |                                                                                |
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| <b>I2</b><br>Disruption of school activities, i.e. excessive talking, horseplay, play fighting, misuse of passes, etc.                                         | Detention/ ISS 1-3 days.<br>Notify parents.                                    | Detention/ISS 1-3 days.<br>May OSS 1-3 days.<br>Notify parents.                              | ISS/OSS 1-5 days.<br>Notify parents.                                           |
| <b>I3</b><br>Disruption while in ISS                                                                                                                           | OSS for the remaining day (s) of suspension. Re-serve ISS the following day.   | OSS for the remaining days of suspension                                                     | OSS for the remaining days of suspension                                       |
| <b>I4</b><br>MisUse of electronic devices i.e. Cell phones, cameras, smartwatch, radios, laser pens, etc.<br>Prior approval for educational purposes is exempt | Student will be asked to put the phone away where it cannot be accessed        | Staff member will confiscate the phone and return it at the end of the period                | Confiscate device.<br>Bring to administration-office                           |
| <b>I5</b><br>NO SHOW to after school detention assigned by an administrator within the given time.                                                             | Detention will double or may be assigned to ISS.                               | Detention will double or may be assigned to ISS..                                            |                                                                                |
| <b>I6</b><br>Any lunchroom misconduct                                                                                                                          | Detention.                                                                     | Suspension from lunch 1-5 days.<br>Notify parents.                                           | Suspension from lunch 1-10 days. Notify parents.                               |
| <b>I7</b><br>Inappropriate or Fraudulent use of phone/computer/or electronic devices                                                                           | May ISS/OSS 1-3 days. Notify parents. Loss of privilege.<br>May notify police. | May ISS/OSS 1-3 days. Notify parents. Loss of privilege.<br>May notify police.               | May ISS/OSS 3-5 days. Notify parents. Loss of privilege.<br>May notify police. |
| <b>I8</b><br>Buying or selling food, drinks, or any unauthorized use of a student id number.                                                                   | Detention.<br>Notify parents.                                                  | ISS 1-3 days.<br>Notify parents.                                                             | OSS 1-3 days.<br>Notify parents.                                               |
| <b>I9</b><br>Falsifying or altering signatures, misrepresenting or calling self in                                                                             | ISS 1-3 days.<br>Notify parents.                                               | ISS 1-3 days.<br>Notify parents.                                                             | OSS 1-3 days.<br>Notify parents.                                               |
| <b>I10</b><br>Gambling in any form: pitching coins, dice, wagering with cards, etc.                                                                            | ISS 1-3 days.<br>Notify parents.                                               | ISS 1-3 days.<br>Notify parents.                                                             | OSS 1-3 days.<br>Notify parents.                                               |
| <b>I11</b><br>Wrongful use of skateboard, roller blades, bicycles, etc. on school property                                                                     | Confiscate.<br>Notify parents. May ISS 1-3 days. Parents must pick up.         | Confiscate.<br>Notify parents. May ISS 1-3 days. Parents may pick up at the end of the year. |                                                                                |
| <b>I12</b><br>Truancy (1 period)                                                                                                                               | Detention.                                                                     | Detention<br>Notify parents.                                                                 | Notify parents.<br>Detention/may assign ISS.                                   |

|                                                                                                                                                         |                                                                                                                                                           |                                                                                                                                                                              |                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I13</b><br>Truancy (More than 3 periods)                                                                                                             | Assign to ISS.<br>Notify parents.                                                                                                                         | Assign to ISS.<br>Notify parents.                                                                                                                                            | Assign to ISS.<br>Administration may remove from course.<br>Notify parents.                                                                                                               |
| <b>I14</b><br>Unauthorized entry into any unattended school area                                                                                        | ISS 1-3 days.<br>Notify parents.                                                                                                                          | ISS 3-5 days.<br>May OSS 1-3 days.<br>Notify parents.                                                                                                                        | OSS 1-5 days.<br>Notify parents.                                                                                                                                                          |
| <b>I15</b><br>Loitering                                                                                                                                 | Conference with administrator.<br>May issue detention. May contact parents.                                                                               | Detention.<br>Notify parents. Loss of open campus. May notify police.                                                                                                        | ISS 1-3 days.<br>Notify parents.<br>Notify police.                                                                                                                                        |
| <b>I16</b><br>Leaving or entering school without following procedure                                                                                    | Detention.                                                                                                                                                | Detention.                                                                                                                                                                   | Student will be assigned a detention and assigned to ISS.                                                                                                                                 |
| <b>I17</b><br>Unprepared for class                                                                                                                      | Warning issued to student by teacher.                                                                                                                     | Student/teacher contract. Copies to counselor and assistant principal. Teacher notifies parent.                                                                              | A parent conference must be held with the teacher and an administrator.                                                                                                                   |
| <b>I18</b><br>Cheating on Tests and quizzes / Plagiarism.                                                                                               | Student may make-up an alternate assignment/assessment at a time convenient for the teacher. Teacher notifies parent and administration of the situation. | Teacher notifies parent. Parent and teacher conference with administration.<br>Student may make-up an alternate assignment /assessment at a time convenient for the teacher. | Parent Conference at school w/ administration.                                                                                                                                            |
| <b>I19</b><br>Willful violation of other school rules and regulations (i.e. Eating in forum, bringing pop into the building, dress code violation, etc) | Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.                                               | Detention.<br>Parent conference.<br>May confiscate and retain items for parents. Clothing changed or corrected.                                                              |                                                                                                                                                                                           |
| <b>I20</b><br>Returning to campus or school property while serving an out of school suspension.                                                         | 1 additional day will be added to the length of the suspension. Police may be contacted.                                                                  | 1- 3 additional days will be added to the length of the suspension. Police will be contacted.                                                                                | 3-5 additional days will be added to the length of the suspension. Police will be contacted.                                                                                              |
| <b>I21</b><br>No show for Teacher detention                                                                                                             | Remind student about detention.<br>Parent contacted by teacher.                                                                                           | Teacher refers student to Administration for detention.                                                                                                                      | Student will be assigned to ISS.                                                                                                                                                          |
| <b>I22</b><br>Misconduct for a Guest Teacher                                                                                                            | Detention or consequences as assigned by teacher. Parent Contacted by Teacher                                                                             | Teacher refers student to Administration for detention                                                                                                                       | Student will be assigned to ISS                                                                                                                                                           |
| <b>I23</b><br>Bus Behavior:<br>Additional consequences apply for repeated incidents after 3 <sup>rd</sup> intervention                                  | Warning/<br>Conference/<br>Parent Call<br>Assigned seating.<br>Possible detention.                                                                        | Parent call. Possible removal from Bus 1-7 school days. Possible detention/ISS 1-3 days. Bus letter sent home. Assigned seating rest of quarter.                             | Parent call. Possible meeting. Removal from bus 7-30 school days. Possible ISS 3-5 days. Bus letter sent home. Written plan for improvement developed. Assigned seating rest of semester. |

|                                                                                            |                                                           |                                                            |                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I24</b><br>Dress Code                                                                   | Warning. Clothing changed or corrected.                   | 1-3 detentions. Clothing changed or corrected.             | ISS 1-3 days. Clothing changed or corrected.                                                                                                                                          |
| <b>I25</b><br>Continual violation of school rules                                          | Parent Conference with an administrator. May OSS 1-3, 5   | Parent Conference with an administrator. May OSS 3-5 days. | Parent Conference with an administrator. May OSS 5-10 days.                                                                                                                           |
| <b>I26</b><br>Freshmen, Sophomore and Junior students violating the closed campus policy   | Detention.                                                | 2 Detentions.                                              | 3 Detentions.<br>Consequences will increase to ISS and then to OSS.                                                                                                                   |
| <b>I27</b><br>Willful violation of automobile/motorcycle procedures parking and/or driving | \$5 parking fine.<br>Student Conference with Security/SRO | \$15 parking fine, student conference and parent contact.  | \$30 fine, referral to administration, possible loss of parking privileges<br><br>EVERY Parking violation after the 3 <sup>rd</sup> ticket will be \$30 fine for each one thereafter. |
| <b>I28</b><br>Violation of Tardy Policy                                                    | Detention.                                                | Detention<br>May contact parent.                           | Excessive Tardies will require further disciplinary actions.                                                                                                                          |

**Social Moratorium**

Students committing violations in Student Code of Conduct areas may also be issued a social suspension effective until the satisfactory completion of a behavior contract. Students receiving a social suspension would be barred from attending school sponsored activities occurring outside of the regularly schedule school day. Examples of activities students would be excluded from include school dances, sporting events, concerts, drama productions and musical productions.



## 2024-2025 Calendar

| AUGUST 2024 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    | 31 | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

| SEPTEMBER 2024 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 |    |    |    |    |    |

| OCTOBER 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

| NOVEMBER 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |

| DECEMBER 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 | 31 |    |    |    |    |

**No Preschool on Wednesdays**  
**\*\* 2 Home Visits Required Per Year \*\***

**July**  
31 Orientation-New Teaching Staff

**August**  
1-5 Orientation-New Teaching Staff  
6-9 Orientation- All Teaching Staff  
8-9, 12-13 Preschool Home Visits  
14 Preschool Orientation 10:00-11:00 or 1:00-2:00  
15 Group A-First Day of Preschool (No Group B)  
16 Group B-First Day of Preschool (No Group A)  
19 All Little Panthers at Preschool

**September**  
2 No School- Labor Day

**October**  
11 No School for Students-Teacher Prof. Dev./ Work Day  
14-15 Parent Teacher Conferences (4:00-7:00 pm)  
17 Parent Teacher Conferences (1:00-4:00)  
Half Day Class In Session (AM & PM)  
Full Day Dismiss at 11:15  
18 No School  
21 No School for Students-Teacher Prof. Dev./ Work Day

**November**  
27-29 No School- Thanksgiving Break

**December**  
13 No School for Students-Teacher Prof. Dev./ Work Day  
23-31 No School-Winter Break

**January**  
1-3 No School-Winter Break  
6 No School for Students-Teacher Prof. Dev./ Work Day  
7 School Resumes  
20 No School- Teacher Professional Development

**February**  
7 No School for Students-Teacher Prof. Dev./ Work Day  
10-11 Parent Teacher Conferences (4:00-7:00 pm)  
13 Parent Teacher Conferences (1:00-4:00)  
Half Day Class In Session (AM & PM)  
Full Day Dismiss at 11:15  
14, 17 No School

**March**  
13, 14 No School- Spring Break (possible snow make-up dates)

**April**  
17-21 No School-Spring Break  
22-25 No School- Preschool Home Visits

**May**  
7 PreK-12 Staff Appreciation Day  
20 Last Day of Preschool- Full Day Class Graduation  
21-22 Teacher Work Day-GOLD Finalization

| JANUARY 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| FEBRUARY 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 |    |

| MARCH 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

| APRIL 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 |    |    |    |

| MAY 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

**Red** - Start and End of Preschool  
**Green** - No School for students or staff  
**Purple** - Home Visits (2 required per year)

**Orange** - Professional Development/No School for Students  
**Blue** - Parent/Teacher Conferences  
**Yellow** - No Preschool on Wednesdays

**RESOLUTION APPROVING CERTAIN STAFF TRAININGS**

**WHEREAS**, during the 2024 legislative session, the Legislature enacted LB 1329; and,

**WHEREAS**, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

**WHEREAS**, to ensure that the District’s planned training requirements for the 2024-2025 school year comply with these statutory requirements, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope and the Superintendent or designee shall identify the District staff who shall be trained as follows:

| <b>Subject</b>             | <b>Required by</b>         | <b>Source of Training</b> | <b>Approximate Length of Training</b> |
|----------------------------|----------------------------|---------------------------|---------------------------------------|
| Behavioral Awareness       | Neb. Rev. Stat. § 79-3603  | ESU 8                     | Up to 1 hour                          |
| Dating Violence Prevention | Neb. Rev. Stat. § 79-2,141 | Building Principal        | Up to 30 minutes                      |
| Suicide Prevention         | Neb. Rev. Stat. § 79-2,146 | LMHPs                     | 1 hour                                |

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

**DATED** this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_ **PUBLIC SCHOOLS**

**BY:** \_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

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 1<sup>st</sup> 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     |
| Date of Revision:      | August 8, 2016     |
| Date of Reaffirmation: | November 13, 2017  |
| Date of Reaffirmation: | September 13, 2021 |
| Date of Revision:      | August 14, 2023    |

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

|                        |                    |
|------------------------|--------------------|
| Date of Adoption:      | March 10, 2014     |
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| Date of Reaffirmation: | May 13, 2019       |
| Date of Revision:      | June 8, 2020       |
| Date of Revision:      | December 14, 2020  |
| Date of Reaffirmation; | June 14, 2021      |
| Date of Reaffirmation: | September 13, 2021 |
| Date of Reaffirmation: | May 9, 2022        |
| 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 \(2024\)](#)

Date of Adoption: March 10, 2014  
Date of Reaffirmation: December 11, 2017  
Date of Revision: July 9, 2018  
Date of Reaffirmation: November 8, 2021  
Date of Revision: March 13, 2023  
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  
Date of Revision: July 10, 2017  
Date of Reaffirmation: February 12, 2018  
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 9<sup>th</sup> 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  
Date of Revision:      February 12, 2018  
Date of Revision:      December 13, 2021  
Date of Revision:      August 14, 2023

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.

|                         |                                                                                |
|-------------------------|--------------------------------------------------------------------------------|
| <b>Legal Reference:</b> | Sections 79-570; 79-571;<br>Sec. 84-1411 (3) and (6); Sec. 84-1412 (1) and (3) |
|-------------------------|--------------------------------------------------------------------------------|

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.

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| <b>Legal Reference:</b> | 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.

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| <b>Legal Reference:</b> | 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.

|                         |                  |
|-------------------------|------------------|
| <b>Legal Reference:</b> | 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