

Board of Education Regular Meeting
Monday, May 10, 2021 5:30 PM

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

Agenda

1. Date Public Notice Appeared in the Norfolk Daily News:
2. Call to Order
 1. Roll Call
 2. Declaration of a Legal Meeting
3. Pledge of Allegiance
4. Public Hearing regarding Student Fees for 2021-2022
5. Special Presentations
 1. Award for Excellence
6. Public Comments & Communication
7. Information and Discussion Items
 1. Finance & Facilities Report
 2. Teaching & Learning Report
 3. Student Programs Report
 4. Student Services Report
 5. Human Resources & Accreditation Report
 6. Superintendent's Report
8. Committee Reports
 1. Facilities & Finance Committee Report
 2. Policy Committee Report
 3. Government Relations Committee Report
 4. Activities Committee Report
 5. Curriculum Committee Report
 6. American Civics Committee Report
 7. Norfolk Public Schools Foundation Committee Report
 8. Minutes of Committee Meetings
9. Approve Consent Agenda
 1. Minutes of Previous Meetings
 2. Personnel
 1. Contract Approval
 2. Resignations
 3. Claims
10. Action Items
 1. Discuss, consider and take action to reaffirm Board Policy 5416 (Student Fees) and set fees for 2021-2022
 2. Discuss, consider and take action to approve the purchase of 4th and 8th Grade Social Studies curriculum materials
 3. Discuss, consider and take action to approve the purchase of middle school music curriculum materials

4. Discuss, consider and take action to approve the Food Management Contract with Lunchtime Solutions
5. Discuss, consider and take action to approve the amended 2021-2022 hourly classified staff pay schedule
6. Discuss, consider and take action to approve the seeking of bids for lunch table replacements
7. Discuss, consider and approve the 2021-2022 Certified Staff Handbook
11. Future Meetings
12. Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual
 1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.
 2. Reconvene Meeting from Executive Session
 3. Approval of Any Action Deemed Necessary as a Result of Executive Session
13. Adjournment

MADISON COUNTY SCHOOL DISTRICT NO. 2
NORFOLK PUBLIC SCHOOLS

BUDGETARY COMPARISON SCHEDULE - STUDENT FEE FUND
MODIFIED CASH BASIS

FOR THE FISCAL YEAR ENDED AUGUST 31, 2020

UNAUDITED

	Balance 8/31/2019	Receipts	Disbursements	Transfers In (Out)	Balance 8/31/2020
Instrument Rental & Repair Fees	\$ 10,596	\$ 4,055	\$ 9,979	\$ -	\$ 4,672
Instrument Rental Fee	325	-	-	-	325
Golf Shirt 9-12	528	-	528	-	-
Act Prep Book Fee	1,998	-	-	-	1,998
Baseball Hats, Belts, & Socks	(289)	380	504	-	(413)
Boys' Tennis Fee	944	878	1,822	-	-
Cheerleading Uniform Fee	-	7,922	11,594	-	(3,672)
Choir Robe Cleaning Fee	(587)	945	-	-	358
Boys Soccer Socks Fee	167	385	500	-	52
Girls Tennis Fee	(22)	400	378	-	-
Pink Panther Silver & Black Fee	(3,198)	7,218	3,198	-	822
Swimming Fee 9-12	53	925	1,693	-	(715)
FBLA	24	-	-	-	24
Pottery Project Fee	519	-	-	-	519
Activity Cards 9-12	20,230	(10,191)	10,004	-	35
Graduation Fees	369	-	-	-	369
Industrial Arts Lab-Safety Glasses	1,575	-	-	-	1,575
Chemistry Goggles Fee	146	-	-	-	146
21st Century Grant Fee	6,580	11,661	16,326	-	1,915
Business Services	10,462	4,312	40	-	14,734
Participation Fee	21,480	1,875	12,680	-	10,675
Technology Fee 7-12	195,736	26,952	9,327	-	213,361
21st Century Living Project Fee	350	-	-	-	350
7/8 Challenge Fee	16	-	-	-	16
Art 7 Fee	65	-	50	-	15
Industrial Tech 7 Fee	278	-	-	-	278
Wellness Workbook Fee 7-8	24	-	-	-	24
Art 8 Fee	978	-	496	-	482
Industrial Tech 8 Fee	2,044	-	889	-	1,155
Show Choir Shirt Fee	266	-	-	-	266
Activity Card Fee 7-8	10,180	880	11,060	-	-
Art Class Fee	1,930	660	1,094	-	1,496
Band Shoes 9-12	299	144	443	-	-
Band Uniform Cleaning Fee	4,242	375	1,684	-	2,933
Choraleer Performance Outfit	(253)	6,594	6,546	-	(205)
Flags/Color Guard	(1,415)	3,317	1,902	-	-
Activity Cards K-6	27,070	245	-	-	27,315
Summer School	53,878	4,405	220	-	58,063
Girls Soccer Socks Fee	151	100	339	-	(88)
Totals	<u>\$ 367,739</u>	<u>\$ 74,437</u>	<u>\$ 103,296</u>	<u>\$ -</u>	<u>\$ 338,880</u>
Original/Final Budget		<u>\$ 160,000</u>	<u>\$ 444,113</u>		

**Appendix "1" to 2021-2022 Student Fees Policy of
Norfolk Public Schools**

Additional Specification of Required Materials and Fees¹

Activity	Elementary (K-4)	Middle School (Gr. 5-6)	Junior High (Gr. 7-8)	Senior High (Gr. 9-12)
21 st Century After School Participation Fee (AfterShock)		2 days- \$25.00/quarter	2 days- \$25.00/quarter	
21 st Century After School Participation Fee (AfterShock)		3 or more days- \$50.00/quarter	3 or more days- \$50.00/quarter	
Participation Fee w/ Activity Card (All NSAA Activities)			\$50.00/year	\$50.00/year
Band (Methods Books for Lesson)		\$10-\$13.00/year		
Band Instrument Rental (school owned)		\$25.00/semester	\$30.00/semester	\$38.00/semester
Band Black Dress Pants			\$20.00/year	
Band Shoes				\$37.00/year
Band Uniform Cleaning				\$15.00/year
Baseball Hats				\$25.00/year
Cheerleading Uniform: (Shell, Skirt, Pom's Shoes)				\$125.00/year
Choir Robe Cleaning				\$15.00/year
Show Choir Performance Outfit				\$100 to \$250.00/year
Flags/Color Guard				Up to \$300.00/year
Golf Shirt				\$30.00/year
Graduation Cap & Gown				\$50.00
Orchestra (Lesson/Method Book)	\$12.00/year	\$12.00/year	\$12.00/year	
Orchestra Instrument Rental (school owned)	\$25.00/semester	\$25.00/semester	\$25.00/semester	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests			\$25.00/year	\$25.00/year
Pink Panthers Uniform: (Shell, skirt, Pom's, shoes)				Up to \$125.00/year Uniform
Soccer Shin Guards & Socks				\$30.00/year
Summer School	\$20.00 per session	\$20.00 per session	\$20.00 per session	\$20.00 per session
Swimming				\$10.00 Cap + \$100.00 Swimsuit
Technology Fee			\$35.00/year	\$35.00/year
Tennis (Boys)				\$40.00 top and bottom
Tennis (Girls)				\$70.00 top and bottom
Volleyball			\$20.00 Black Spandex	\$25.00 (Knee Pads & Shorts)/year

¹ This listing is a part of the 2021-2022 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

StudentsStudent Fees Policy

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

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

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

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

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in

the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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

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

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

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

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

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

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

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

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

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

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

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

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

National Trip Policy

Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota).

Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in

nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip.

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

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
 Neb. Constitution, Article VII, section 1.
 Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
 Neb. Rev. Stat. §79-2104 (student files or records)
 Neb. Rev. Stat. §79-715 (eye-protective devices)
 Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
 Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
 Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 9, 2015
 Date of Reaffirmation: September 14, 2015
 Date of Revision: March 14, 2016
 Date of Revision: April 11, 2016
 Date of Revision: April 10, 2017
 Date of Reaffirmation: June 8, 2020



May 10, 2021

Award for Excellence Summary

Mrs. Deb Kollmar

Norfolk Senior High Job Coach

Nomination Comments:

- Deb Kollmar is one of the kindest, loving, and hard-working persons that I have ever met. With her 35+ years of experience she exemplifies what it is to be a District employee of integrity and positivity.
- You can trust that Deb will handle any situation that she is faced with in her job with compassion and commitment. She is not only someone that our students can trust and look up to, she is a vital role model to our team.
- We have a saying in our department: It is WWDD "What would Deb do?" How would Deb handle the situation, how would Deb talk to the students? She just has a way and demeanor about her that students respond to positively.
- I have learned so much from Deb in watching her in her role as a job coach interacting with the students and our business partners in the community. She represents Norfolk Senior High extremely well in the community. Over the years, she has formed great relationships with our business partners and their patrons in her role as a job coach.
- Deb has a way about her that enhances the school environment. She is encouraging, she will lend you an ear if you need it, she always has a warm friendly smile (even behind the mask) and she is dependable.
- Deb brings excitement to our team in many different ways such as actively participating in team building activities with the students, to Karaoke Friday's, and any other school or community project that she is asked to help out with. Even when the situation may not be ideal, Deb remains positive and tries to see the good in every situation and person.
- Deb truly lives the school districts vision and mission in fostering outstanding educational opportunities for the students. She is a source of pride and an asset to our community, as she encourages the students to pursue their goals for the future.
- Deb helps the students develop confidence, problem solving skills and social skills so that the students can be gainfully employed working adults when they leave our program. Deb Kollmar is most deserving of the "Award for Excellence" for all of her years of service and dedication to Norfolk Public Schools.
- Deb Kollmar is here for the students. She gets to know the students and knows how to get them to work to be successful. She helps them learn about self confidence, self respect, and success. She is here for the students but she is also here for her teachers, coworkers, and all NPS staff. Deb is a worker and NPS is blessed to have an employee like that.

Thank you Mrs. Kollmar for your commitment to our students and our district!

*Mrs. Kollmar was nominated by Tami Kaup, Senior High Vocational Skills Special Education Teacher,
and Kim Wragge, Senior High Job Coach*

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending April 30, 2021

Fund/Account	2020-2021 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$3,528,268.57	\$81,330.70	\$271,456.07	\$3,338,143.20
SPECIAL BUILDING FUND (2)	\$4,788,258.17	\$261,015.17	\$193,137.57	\$4,856,135.77
DEPRECIATION RESERVE FUND (2)	\$7,754,480.18	\$2,587.95	\$0.00	\$7,757,068.13
ACTIVITIES ACCOUNT (2)	\$726,159.49	\$97,345.13	\$52,044.93	\$771,459.69
SUBSIDIARY ACCOUNT (2)	\$421,239.19	\$46,951.70	\$33,080.60	\$435,110.29
GENERAL FUND (1)	\$12,814,593.75	\$4,527,131.04	3,926,076.43	\$13,415,648.36
PAYROLL ACCOUNT (2)	\$5,705.78	\$3,467,903.10	\$3,467,903.10	\$5,705.78
SCHOOL LUNCH FUND (2)	\$1,179,160.46	\$340,256.65	\$280,948.45	\$1,238,468.66
BOND FUND (3)	\$2,782,385.98	\$117,361.40	\$0.00	\$2,899,747.38
COOPERATIVE FUND (2)	\$268,764.24	\$52,454.86	\$16,870.51	\$304,348.59
EMPLOYEE BENEFIT FUND (2)	\$4,707.42	\$1.74	\$0.00	\$4,709.16
ATHLETIC FIELD COOPERATIVE FUND (2)	\$387,653.19	\$65.13	\$0.00	\$387,718.32
CONVENIENCE FEE FUND (2)	\$8,431.12	\$655.14	\$447.68	\$8,638.58
STUDENT FEE FUND (2)	\$334,704.09	\$4,129.32	\$1,251.56	\$337,581.85
TOTAL ALL FUNDS	\$35,004,511.63	\$8,999,189.03	\$8,243,216.90	\$35,760,483.76
BALANCES CLASSIFIED BY DEPOSITORY				
(1) BANK FIRST				\$13,415,648.36
(2) ELKHORN VALLEY BANK				\$19,445,088.02
(3) MIDWEST BANK				\$2,899,747.38
TOTAL BALANCES				\$35,760,483.76

APRIL 2021 SENIOR HIGH ACTIVITY FUND EXPENDITURES

1	ALBIN, MARK	3/29 OFFICIAL	13 2900 610 2 533 001	\$120.00
2		4/27 OFFICIAL	13 2900 610 2 540 001	\$120.00
3		4/29 OFFICIAL	13 2900 610 2 540 001	\$0.00
4		4/3 OFFICIAL	13 2900 610 2 540 001	\$120.00
5		4/8 OFFICIAL	13 2900 610 2 533 001	\$120.00
6	ALBIN, MARK Total			\$480.00
7	ANDERSON ANIMAL MEDICINE	CALF SUPPLIES	13 2900 610 2 628 001	\$20.00
8	ANDERSON ANIMAL MEDICINE Total			\$20.00
9	ANDERSONS	PROM QUEEN CROWN	13 2900 610 2 503 001	\$53.97
10	ANDERSONS Total			\$53.97
11	ASSETGENIE, INC	MOTHERBOARDS	13 2900 610 2 230 001	\$399.80
12		REPLACEMENT PARTS	13 2900 610 2 230 001	\$358.70
13	ASSETGENIE, INC Total			\$758.50
14	BEHMER, KENT	AP EXAM REFUND	13 2900 610 2 576 001	\$95.00
15	BEHMER, KENT Total			\$95.00
16	BELLAR, JEFF	4/22 STARTER	13 2900 610 2 535 001	\$112.50
17			13 2900 610 2 542 001	\$112.50
18		4/29 OFFICIAL	13 2900 610 2 554 001	\$175.00
19	BELLAR, JEFF Total			\$400.00
20	BOONE CENTRAL SCHOOLS	4/1 ENTRY FEE	13 2900 610 2 535 001	\$55.00
21			13 2900 610 2 542 001	\$55.00
22	BOONE CENTRAL SCHOOLS Total			\$110.00
23	BOS, CORRINE	EXAM REFUND K.BOS	13 2900 610 2 576 001	\$40.00
24	BOS, CORRINE Total			\$40.00
25	CARLSON, CURTIS	4/24 OFFICIAL	13 2900 610 2 530 001	\$150.00
26	CARLSON, CURTIS Total			\$150.00
27	CASH	4/15 B. SOCCER GATE-MEMORIAL	13 2900 610 2 501 001	\$600.00
28		4/19 BASEBALL/SOCCER GATE-	13 2900 610 2 501 001	\$600.00
29		4/22 TRACK CONCESSION	13 2900 610 2 501 001	\$300.00
30		4/22 TRACK GATES	13 2900 610 2 501 001	\$1,200.00
31		4/24 BASEBALL GATE-MEMORIAL	13 2900 610 2 501 001	\$600.00
32		4/24 BASEBALL GATE-TAHA	13 2900 610 2 501 001	\$400.00
33		4/24 CLS TRACK CONCESSION	13 2900 610 2 501 001	\$300.00

34		4/26 BASEBALL GATE-MEMORIAL	13 2900 610 2 501 001	\$600.00
35		4/27 BASEBALL GATE-MEMORIAL	13 2900 610 2 501 001	\$600.00
36		4/29 G.SOCCER/BASEBALL GATE	13 2900 610 2 501 001	\$600.00
37		4/29 TRACK CONCESSION	13 2900 610 2 501 001	\$300.00
38		4/29 TRACK GATES	13 2900 610 2 501 001	\$1,600.00
39		5/3 BASEBALL GATE	13 2900 610 2 501 001	\$600.00
40		5/4 SPRING PLAY	13 2900 610 2 501 001	\$600.00
41		5/6 JH TRACK CONCESSION	13 2900 610 2 501 001	\$300.00
42		5/6 SPRING PLAY	13 2900 610 2 501 001	\$600.00
43		5/8 SPRING PLAY	13 2900 610 2 501 001	\$600.00
44		QUARTERS FOR POOL GAME	13 2900 610 2 588 001	\$300.00
45	CASH Total			\$10,700.00
46	CASH-WA DISTRIBUTING	SUPPLIES	13 2900 610 2 502 001	\$409.87
47	CASH-WA DISTRIBUTING Total			\$409.87
48	CEDER, ERIC	4/10 OFFICIAL	13 2900 610 2 530 001	\$85.00
49		4/29 OFFICIAL	13 2900 610 2 530 001	\$140.00
50	CEDER, ERIC Total			\$225.00
51	CHESTERMAN COMPANY	COKE SUPPLIES	13 2900 610 2 502 001	\$307.44
52	CHESTERMAN COMPANY Total			\$307.44
53	COLUMBUS HIGH SCHOOL	4/15 ENTRY FEE	13 2900 610 2 535 001	\$50.00
54			13 2900 610 2 542 001	\$50.00
55		4/22 ENTRY FEE	13 2900 610 2 532 001	\$115.00
56		5/1 ENTRY FEE	13 2900 610 2 541 001	\$60.00
57	COLUMBUS HIGH SCHOOL Total			\$275.00
58	COLUMBUS LAKEVIEW HIGH	4/29 ENTRY FEE	13 2900 610 2 532 001	\$100.00
59	COLUMBUS LAKEVIEW HIGH Total			\$100.00
60	CREIGHTON PREPARATORY	4/19 ENTRY FEE	13 2900 610 2 532 001	\$120.00
61	CREIGHTON PREPARATORY Total			\$120.00
62	CRYSTAL CONFECTIONERY	COMPLETION CEREMONY SUPPLIES	13 2900 610 2 503 001	\$174.00
63	CRYSTAL CONFECTIONERY Total			\$174.00
64	CUSTOM SPORTS	MR PINK PANTHER SHIRTS	13 2900 610 2 556 001	\$720.00
65	CUSTOM SPORTS Total			\$720.00
66	DELIGHT DONUT	DONUTS	13 2900 610 2 588 001	\$156.00
67	DELIGHT DONUT Total			\$156.00

68	DUNHAM HARDWOODS	WOOD	13 2900 610 2 593 001	\$3,264.15
69	DUNHAM HARDWOODS Total			\$3,264.15
70	EIKMEIER, GARY	4/24 OFFICIAL	13 2900 610 2 530 001	\$150.00
71	EIKMEIER, GARY Total			\$150.00
72	ELKHORN FEED CENTER	ANIMAL FEED	13 2900 610 2 628 001	\$14.06
73	ELKHORN FEED CENTER Total			\$14.06
74	FLEER, MIKE	4/10 OFFICIAL	13 2900 610 2 530 001	\$75.00
75		4/22 OFFICIAL	13 2900 610 2 530 001	\$140.00
76		4/24 OFFICIAL	13 2900 610 2 530 001	\$195.00
77		4/26 OFFICIAL	13 2900 610 2 530 001	\$140.00
78	FLEER, MIKE Total			\$550.00
79	FREMONT SENIOR HIGH SCHOOL	4/16 ENTRY FEE	13 2900 610 2 535 001	\$125.00
80			13 2900 610 2 542 001	\$125.00
81		4/20 ENTRY FEE	13 2900 610 2 535 001	\$60.00
82			13 2900 610 2 542 001	\$60.00
83		4/24 ENTRY FEE	13 2900 610 2 541 001	\$100.00
84		5/3 ENTRY FEE	13 2900 610 2 541 001	\$50.00
85	FREMONT SENIOR HIGH SCHOOL Total			\$520.00
86	GODFATHERS PIZZA NORFOLK	PIZZA	13 2900 610 2 502 001	\$48.00
87	GODFATHERS PIZZA NORFOLK Total			\$48.00
88	GOLD MEDAL SQUARED WEST,	REGISTRATION	13 2900 610 2 561 001	\$1,462.50
89	GOLD MEDAL SQUARED WEST, Total			\$1,462.50
90	GRAND ISLAND HIGH SCHOOL	4/26 ENTRY FEE	13 2900 610 2 541 001	\$95.00
91		4/8 ENTRY FEE	13 2900 610 2 535 001	\$100.00
92			13 2900 610 2 542 001	\$100.00
93	GRAND ISLAND HIGH SCHOOL Total			\$295.00
94	HASTINGS HIGH SCHOOL	4/15 ENTRY FEE	13 2900 610 2 532 001	\$100.00
95	HASTINGS HIGH SCHOOL Total			\$100.00
96	HAUDER, NICHOLAS	4/27 OFFICIAL	13 2900 610 2 530 001	\$140.00
97	HAUDER, NICHOLAS Total			\$140.00
98	HEADLEY, MATT	3/29 OFFICIAL	13 2900 610 2 533 001	\$120.00
99		4/1 OFFICIAL	13 2900 610 2 540 001	\$120.00
100		4/15 OFFICIAL	13 2900 610 2 533 001	\$120.00
101		4/3 OFFICIAL	13 2900 610 2 533 001	\$190.00

102			13 2900 610 2 540 001	\$50.00
103		4/8 OFFICIAL	13 2900 610 2 533 001	\$100.00
104	HEADLEY, MATT Total			\$700.00
105	HEARTLAND VETERINARY	EAR TAGGER	13 2900 610 2 628 001	\$128.18
106	HEARTLAND VETERINARY Total			\$128.18
107	HEIER, TOD	3/25 OFFICIAL	13 2900 610 2 530 001	\$150.00
108		4/10 OFFICIAL	13 2900 610 2 530 001	\$85.00
109		4/29 OFFICIAL	13 2900 610 2 530 001	\$140.00
110	HEIER, TOD Total			\$375.00
111	HOWARD, SIDNEY	JUDGING FEE	13 2900 610 2 556 001	\$50.00
112	HOWARD, SIDNEY Total			\$50.00
113	HYVEE	PIZZA/CUPCAKES/COOKIES	13 2900 610 2 588 001	\$961.75
114	HYVEE Total			\$961.75
115	JAYMAR BUSINESS FORMS, INC	FUND 13 CHECKS	13 2900 610 2 507 001	\$251.80
116	JAYMAR BUSINESS FORMS, INC Total			\$251.80
117	KEARNEY HIGH SCHOOL	4/15 ENTRY FEE	13 2900 610 2 541 001	\$70.00
118	KEARNEY HIGH SCHOOL Total			\$70.00
119	KIRBY, BRANDON	4/24 OFFICIAL	13 2900 610 2 530 001	\$130.00
120	KIRBY, BRANDON Total			\$130.00
121	LENTON, COREY	4/22 OFFICIAL	13 2900 610 2 530 001	\$140.00
122		4/27 OFFICIAL	13 2900 610 2 530 001	\$140.00
123	LENTON, COREY Total			\$280.00
124	LINCOLN NORTH STAR HIGH	4/19 ENTRY FEE	13 2900 610 2 541 001	\$0.00
125	LINCOLN NORTH STAR HIGH Total			\$0.00
126	LINCOLN SOUTHEAST HIGH	4/29 ENTRY FEE	13 2900 610 2 532 001	\$120.00
127	LINCOLN SOUTHEAST HIGH Total			\$120.00
128	LINCOLN SOUTHWEST HIGH	4/20 ENTRY FEE	13 2900 610 2 532 001	\$100.00
129	LINCOLN SOUTHWEST HIGH Total			\$100.00
130	LOVE SIGNS, INC	SWIM RECORDS UPDATE	13 2900 610 2 529 001	\$165.00
131	LOVE SIGNS, INC Total			\$165.00
132	LOVITT, BREA	JUDGING FEE/MILEAGE	13 2900 610 2 556 001	\$133.93
133	LOVITT, BREA Total			\$133.93
134	LUTHERAN HIGH NORTHEAST	4/22 ENTRY FEE	13 2900 610 2 532 001	\$80.00
135	LUTHERAN HIGH NORTHEAST Total			\$80.00

136	MARSDEN, KJELL	4/12 OFFICIAL	13 2900 610 2 540 001	\$120.00
137		4/15 OFFICIAL	13 2900 610 2 533 001	\$100.00
138		4/3 OFFICIAL	13 2900 610 2 533 001	\$100.00
139			13 2900 610 2 540 001	\$100.00
140	MARSDEN, KJELL Total			\$420.00
141	M-F ATHLETIC COMPANY	B/G TRACK & FIELD SUPPLIES	13 2900 610 2 529 001	\$398.00
142	M-F ATHLETIC COMPANY Total			\$398.00
143	MILLARD WEST HIGH SCHOOL	4/26 ENTRY FEE	13 2900 610 2 541 001	\$115.00
144	MILLARD WEST HIGH SCHOOL Total			\$115.00
145	MILLER, BRANDON	4/3 OFFICIAL	13 2900 610 2 533 001	\$120.00
146			13 2900 610 2 540 001	\$120.00
147	MILLER, BRANDON Total			\$240.00
148	MITCHELL, AMY	EXAM REFUND R.MITCHELL	13 2900 610 2 576 001	\$95.00
149	MITCHELL, AMY Total			\$95.00
150	NASSP/NASC	AFFILIATION RENEWAL	13 2900 610 2 568 001	\$95.00
151	NASSP/NASC Total			\$95.00
152	NASSP/NHS	AFFILIATION RENEWAL	13 2900 610 2 503 001	\$385.00
153	NASSP/NHS Total			\$385.00
154	NATIONAL FFA ORGANIZATION	AWARDS	13 2900 610 2 276 001	\$60.50
155	NATIONAL FFA ORGANIZATION Total			\$60.50
156	NORFOLK COUNTRY CLUB	BATTERIES	13 2900 610 2 532 001	\$25.50
157			13 2900 610 2 539 001	\$25.50
158	NORFOLK COUNTRY CLUB Total			\$51.00
159	NOVA FITNESS EQUIPMENT	EQUIPMENT SERVICE	13 2900 610 2 509 001	\$495.00
160	NOVA FITNESS EQUIPMENT Total			\$495.00
161	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 529 001	\$25.44
162			13 2900 610 2 531 001	\$1,673.70
163			13 2900 610 2 538 001	\$1,278.15
164			13 2900 610 2 544 001	\$458.14
165			13 2900 610 2 546 001	\$847.99
166	NPS GENERAL FUND Total			\$4,283.42
167	NPS STUDENT FEES ACCOUNT	DEPOSIT MADE IN ERROR IN FUND	13 2900 610 2 598 001	\$626.00
168		FEES PAID ONLINE/MUSIC BOOSTER	13 2900 610 2 598 001	\$1,032.00
169	NPS STUDENT FEES ACCOUNT Total			\$1,658.00

170	NPS-JUNIOR HIGH SCHOOL	4/13 JH TRACK CONCESSION	13 2900 610 2 502 001	\$200.65
171	NPS-JUNIOR HIGH SCHOOL Total			\$200.65
172	PEANUT'S SWEET TREATS	EXPLORING COLLEGE SUPPLIES	13 2900 610 2 266 001	\$275.00
173	PEANUT'S SWEET TREATS Total			\$275.00
174	PIERCE HIGH SCHOOL	4/27 ENTRY FEE	13 2900 610 2 535 001	\$55.00
175			13 2900 610 2 542 001	\$55.00
176	PIERCE HIGH SCHOOL Total			\$110.00
177	PIZZA HUT WINGSTREET	CINNABON ROLLS	13 2900 610 2 588 001	\$100.00
178	PIZZA HUT WINGSTREET Total			\$100.00
179	PROGRESSIVE NUTRITION	ANIMAL FEED	13 2900 610 2 628 001	\$58.55
180	PROGRESSIVE NUTRITION Total			\$58.55
181	PROTZMAN, ROGER	3/29 OFFICIAL	13 2900 610 2 533 001	\$220.00
182	PROTZMAN, ROGER Total			\$220.00
183	R EXTREME EVENT RENTALS	DECOR RENTAL	13 2900 610 2 582 001	\$200.00
184	R EXTREME EVENT RENTALS Total			\$200.00
185	REESTMAN, KORY	3/23 OFFICIAL	13 2900 610 2 540 001	\$120.00
186		3/25 OFFICIAL	13 2900 610 2 533 001	\$100.00
187		4/1 OFFICIAL	13 2900 610 2 540 001	\$120.00
188		4/12 OFFICIAL	13 2900 610 2 540 001	\$100.00
189		4/29 OFFICIAL	13 2900 610 2 540 001	\$140.00
190		4/6 OFFICIAL	13 2900 610 2 533 001	\$120.00
191	REESTMAN, KORY Total			\$700.00
192	REGENCY PORTRAITS	WR TEAM PORTRAIT	13 2900 610 2 529 001	\$90.00
193	REGENCY PORTRAITS Total			\$90.00
194	RIECK, COREY	4/3 OFFICIAL	13 2900 610 2 533 001	\$120.00
195			13 2900 610 2 540 001	\$50.00
196	RIECK, COREY Total			\$170.00
197	RMS VISUAL DESIGNS, INC	MARCHING BAND DRILLS	13 2900 610 2 529 001	\$1,545.00
198	RMS VISUAL DESIGNS, INC Total			\$1,545.00
199	RUSSELL, KELLIE	EXAM REFUND E.RUSSELL	13 2900 610 2 576 001	\$95.00
200	RUSSELL, KELLIE Total			\$95.00
201	RYDIN DECAL	21/22 PARKING PERMITS	13 2900 610 2 506 001	\$575.40
202	RYDIN DECAL Total			\$575.40
203	SANNE, KELLY	STATE FAIR REIMB.	13 2900 610 2 276 001	\$80.00

204	SANNE, KELLY Total			\$80.00
205	SIMONSEN, STEVE	4/24 OFFICIAL	13 2900 610 2 530 001	\$195.00
206	SIMONSEN, STEVE Total			\$195.00
207	STADIUM SPORTS	T-SHIRTS	13 2900 610 2 549 001	\$798.00
208		WINTER TRACK AWARDS	13 2900 610 2 551 001	\$156.00
209	STADIUM SPORTS Total			\$954.00
210	STANTON HIGH SCHOOL	5/7 ENTRY FEE	13 2900 610 2 532 001	\$125.00
211	STANTON HIGH SCHOOL Total			\$125.00
212	SUBWAY	PARTY SUBS	13 2900 610 2 588 001	\$207.96
213	SUBWAY Total			\$207.96
214	TEAMBUILDR	PLATINUM UP TO 500	13 2900 610 2 509 001	\$1,200.00
215	TEAMBUILDR Total			\$1,200.00
216	TEST, MIKE	4/10 OFFICIAL	13 2900 610 2 530 001	\$75.00
217		4/24 OFFICIAL	13 2900 610 2 530 001	\$150.00
218		4/26 OFFICIAL	13 2900 610 2 530 001	\$140.00
219	TEST, MIKE Total			\$365.00
220	TEST, TROY	4/24 OFFICIAL	13 2900 610 2 530 001	\$150.00
221	TEST, TROY Total			\$150.00
222	UHOP ENTERTAINMENT	INFLATABLES	13 2900 610 2 588 001	\$750.00
223	UHOP ENTERTAINMENT Total			\$750.00
224	VELASCO, JOSE	4/3 OFFICIAL	13 2900 610 2 533 001	\$100.00
225			13 2900 610 2 540 001	\$70.00
226	VELASCO, JOSE Total			\$170.00
227	VISA	AMAZON-EXPLORING COLLEGE	13 2900 610 2 266 001	\$125.06
228		AMAZON-KING CROWN	13 2900 610 2 503 001	\$28.37
229		AMAZON-OFFICE SUPPLIES	13 2900 610 2 503 001	\$24.63
230		AMAZON-SPEECH SUPPLIES	13 2900 610 2 553 001	\$11.76
231		AMAZON-TIARAS	13 2900 610 2 582 001	\$62.93
232		CANVAS DISCOUNTS-PICTURES	13 2900 610 2 562 001	\$345.00
233		CULVERS-TEAM MEAL	13 2900 610 2 276 001	\$204.01
234		DELIGHT DONUTES-SPEECH TEAM	13 2900 610 2 553 001	\$28.23
235		DOLLAR GENERAL-MEETING	13 2900 610 2 566 001	\$29.60
236		DOMINO'S/HYVEE-B.GOLF TEAM	13 2900 610 2 529 001	\$105.01
237		ETSY-AWARDS	13 2900 610 2 517 001	\$83.03

238		HYVEE-BUNS	13 2900 610 2 502 001	\$44.52
239		HYVEE-SUPPLIES	13 2900 610 2 502 001	\$13.89
240		JIMMY JOHNS-G.SOCCER TEAM MEAL	13 2900 610 2 529 001	\$394.22
241		JIMMY JOHNS-SPEECH TEAM MEAL	13 2900 610 2 553 001	\$222.68
242		LITTLE KING-G.TRACK TEAM MEAL	13 2900 610 2 529 001	\$312.00
243		MR. GOODCENTS-G.SOCCER TEAM	13 2900 610 2 529 001	\$326.73
244		OFFICEMAX-CLASSROOM SUPPLIES	13 2900 610 2 586 001	\$220.31
245		PAPA JOHNS-B.SOCCER TEAM MEAL	13 2900 610 2 529 001	\$452.64
246		PAPA JOHNS-B.TRACK TEAM MEAL	13 2900 610 2 529 001	\$282.64
247		PAPA JOHNS-TEAM MEAL	13 2900 610 2 549 001	\$240.99
248		STATE WRESTLING LODGING TAX	13 2900 610 2 546 001	-\$193.92
249		UPS STORE-CB SHIPPING	13 2900 610 2 503 001	\$17.79
250		UPS-VEX ROBOTICS DELIVERY	13 2900 610 2 569 001	\$12.05
251		WALMART-MINI DRONE	13 2900 610 2 569 001	\$42.79
252		WALMART-MUSICAL SUPPLIES	13 2900 610 2 523 001	\$18.62
253		WALMART-THOUGHT TALK SUPPLIES	13 2900 610 2 571 001	\$61.00
254		WEBSTAIRANT-CUPS	13 2900 610 2 503 001	\$130.58
255	VISA Total			\$3,647.16
256	VS ATHLETICS	CANTABRIAN	13 2900 610 2 535 001	\$227.51
257			13 2900 610 2 542 001	\$227.51
258	VS ATHLETICS Total			\$455.02
259	WESTCOTT, WILLIAM	4/1 OFFICIAL	13 2900 610 2 540 001	\$100.00
260		4/15 OFFICIAL	13 2900 610 2 533 001	\$120.00
261		4/27 OFFICIAL	13 2900 610 2 540 001	\$120.00
262		4/29 OFFICIAL	13 2900 610 2 540 001	\$140.00
263		4/3 OFFICIAL	13 2900 610 2 533 001	\$120.00
264			13 2900 610 2 540 001	\$100.00
265		4/8 OFFICIAL	13 2900 610 2 533 001	\$120.00
266	WESTCOTT, WILLIAM Total			\$820.00
267	WHITTEN, WILLIAM	4/12 OFFICIAL	13 2900 610 2 540 001	\$120.00
268		4/27 OFFICIAL	13 2900 610 2 540 001	\$100.00
269		4/6 OFFICIAL	13 2900 610 2 533 001	\$100.00
270	WHITTEN, WILLIAM Total			\$320.00
271	WINNERS CIRCLE	AWARDS	13 2900 610 2 553 001	\$192.50

272	WINNERS CIRCLE Total			\$192.50
273	WISNER LIONS CLUB	4/10 ENTRY FEE	13 2900 610 2 535 001	\$137.50
274			13 2900 610 2 542 001	\$137.50
275	WISNER LIONS CLUB Total			\$275.00
276	YORK HIGH SCHOOL	4/15 ENTRY FEE	13 2900 610 2 532 001	\$105.00
277	YORK HIGH SCHOOL Total			\$105.00
278	Grand Total			\$48,031.31

APRIL 2021 JUNIOR HIGH ACTIVITY FUND EXPENDITURES

1	BATTLE CREEK HIGH SCHOOL	TRACK INVITATIONAL	14 2900 610 2 857 002	\$160.00
2	BATTLE CREEK HIGH SCHOOL Total			\$160.00
3	BORER, JEFF	OFFICIAL PAY 4/13/21 TRACK	14 2900 610 2 857 002	\$115.00
4	BORER, JEFF Total			\$115.00
5	GODFATHERS PIZZA NORFOLK	PIZZA FOR CONCESSIONS	14 2900 610 2 835 002	\$72.00
6	GODFATHERS PIZZA NORFOLK Total			\$72.00
7	HAUFF SPORTS	TRACK SUPPLIES/NUMBERS	14 2900 610 2 845 002	\$129.87
8	HAUFF SPORTS Total			\$129.87
9	IRLMEIER, JORDYN	BAND SUPPLIES	14 2900 610 2 831 002	\$315.00
10	IRLMEIER, JORDYN Total			\$315.00
11	IWANSKY, ROGER	OFFICIAL PAY TRACK 5/6/21	14 2900 610 2 857 002	\$230.00
12	IWANSKY, ROGER Total			\$230.00
13	MARIAN HIGH SCHOOL	SPEECH MEET INVITE	14 2900 610 2 834 002	\$200.00
14	MARIAN HIGH SCHOOL Total			\$200.00
15	NPS GENERAL FUND	PAYROLL FOR WORKERS	14 2900 610 2 849 002	\$468.82
16		PAYROLL FOR WORKERS	14 2900 610 2 849 002	\$39.16
17	NPS GENERAL FUND Total			\$507.98
18	NPS STUDENT FEES ACCOUNT	AFTERSHOCK C SVATORA	14 2900 610 2 840 002	\$75.00
19	NPS STUDENT FEES ACCOUNT Total			\$75.00
20	RIBBONS GALORE	RIBBONS FOR SPEECH	14 2900 610 2 834 002	\$83.91
21	RIBBONS GALORE Total			\$83.91
22	SCHUYLER MIDDLE SCHOOL	7TH/8TH GRADE TRACK INVITE	14 2900 610 2 857 002	\$130.00
23	SCHUYLER MIDDLE SCHOOL Total			\$130.00
24	STADIUM SPORTS	TRACK SHIRTS FOR COACHES	14 2900 610 2 873 002	\$90.00
25	STADIUM SPORTS Total			\$90.00
26	STUDENT ASSURANCE	ACCIDENT INSURANCE FOR JH	14 2900 610 2 845 002	\$900.00
27	STUDENT ASSURANCE Total			\$900.00
28	VISA	AMAZON #32	14 2900 610 2 857 002	\$94.66
29		LUNCH JIMMY JOHNS #32	14 2900 610 2 838 002	\$93.99
30		MEETING SUPPLIES #32	14 2900 610 2 838 002	\$29.94
31		SPEECH TEAM SUPPLIES #32	14 2900 610 2 834 002	\$78.57
32		WEIGHT TRAINING SUPPLIES #32	14 2900 610 2 840 002	\$447.20
33	VISA Total			\$744.36

34	WAYNE HIGH SCHOOL	JH TRACK MEET 5/4/21	14 2900 610 2 857 002	\$100.00
35		SPEECH MEET	14 2900 610 2 834 002	\$140.00
36	WAYNE HIGH SCHOOL Total			\$240.00
37	WINNERS CIRCLE	MEDALS FOR JH SPEECH MEET	14 2900 610 2 834 002	\$175.50
38	WINNERS CIRCLE Total			\$175.50
39	WORDEN, RAYMOND	BAND SUPPLIES	14 2900 610 2 831 002	\$75.00
40	WORDEN, RAYMOND Total			\$75.00
41	Grand Total			\$4,243.62

APRIL 2021 SUBSIDIARY EXPENDITURES

1	ASSETGENIE, INC	PARTS	05 2900 610 0 040 000	\$51.75
2	ASSETGENIE, INC Total			\$51.75
3	BERLIN, MEGIN	2ND PLACE TIE DISTRICT	05 2900 610 0 060 000	\$50.00
4	BERLIN, MEGIN Total			\$50.00
5	BSN SPORTS	TURBO SCOOTER SET	05 2900 610 0 063 000	\$270.31
6	BSN SPORTS Total			\$270.31
7	BSN SPORTS,	PE SUPPLIES	05 2900 610 0 058 000	\$300.00
8	BSN SPORTS, Total			\$300.00
9	CULLIGAN OF NORFOLK	WATER	05 2900 610 0 061 000	\$55.89
10			05 2900 610 0 071 000	\$8.00
11	CULLIGAN OF NORFOLK Total			\$63.89
12	CUSTOM SPORTS	CHARACTER CONGRESS T SHIRTS	05 2900 610 0 040 000	\$216.00
13	CUSTOM SPORTS Total			\$216.00
14	ERICKSON, KIMBERLY	1ST PLACE DISTRICT WELLNESS	05 2900 610 0 060 000	\$200.00
15	ERICKSON, KIMBERLY Total			\$200.00
16	FOXHOVEN, CHARLES	REIMB FOR EXERCISE EQUIPMENT	05 2900 610 0 060 000	\$389.96
17	FOXHOVEN, CHARLES Total			\$389.96
18	GOPHER	FOOTBALLS, TUBS, RIBBONS	05 2900 610 0 071 000	\$158.00
19	GOPHER Total			\$158.00
20	MADISON NATIONAL LIFE	APRIL21 BASIC LIFE FOR	05 2900 610 0 090 000	\$438.24
21	MADISON NATIONAL LIFE Total			\$438.24
22	MIDWEST SCHOOL SERVICES,	2 ADDITIONAL YEARBOOKS	05 2900 610 0 063 000	\$27.50
23		STUDENT YEARBOOKS	05 2900 610 0 063 000	\$1,110.00
24		YEARBOOKS	05 2900 610 0 044 000	\$3,500.00
25	MIDWEST SCHOOL SERVICES, Total			\$4,637.50
26	NCSA	NASBO CONVENTION	05 2900 610 0 050 000	\$90.00
27	NCSA Total			\$90.00
28	NORFOLK SENIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$13.15
29	NORFOLK SENIOR HIGH SCHOOL Total			\$13.15
30	NPS GENERAL FUND	APRIL 21 PAYROLL MAGGIE PILAR	05 2900 610 0 038 000	\$1,249.91
31		REIMB FOR WELLNESS STIPENDS	05 2900 610 0 060 000	\$117.43
32	NPS GENERAL FUND Total			\$1,367.34
33	NPS STUDENT FEES ACCOUNT	AFTERSHOCK B & C INGEBRITSON	05 2900 610 0 050 000	\$100.00

34		AFTERSHOCK D JACKSON	05 2900 610 0 050 000	\$25.00
35		AFTERSHOCK K VONDEROHE	05 2900 610 0 050 000	\$50.00
36		AFTERSHOCK X CLARK	05 2900 610 0 050 000	\$50.00
37	NPS STUDENT FEES ACCOUNT Total			\$225.00
38	NPS-JUNIOR HIGH SCHOOL	COKE COMMISSION	05 2900 610 0 057 000	\$19.37
39	NPS-JUNIOR HIGH SCHOOL Total			\$19.37
40	PERMA BOUND	BOOKS	05 2900 610 0 044 000	\$14.44
41	PERMA BOUND Total			\$14.44
42	SCHOLASTIC, INC.	BOOKS	05 2900 610 0 063 000	\$250.00
43	SCHOLASTIC, INC. Total			\$250.00
44	SUDBECK, DEB	2ND PLACE TIE WELLNESS	05 2900 610 0 060 000	\$50.00
45	SUDBECK, DEB Total			\$50.00
46	SYNCB/AMAZON	CLASSROOM SUPPLES	05 2900 610 0 081 000	\$1,315.60
47		KNEX CLASSROOM PACK	05 2900 610 0 081 000	\$360.44
48	SYNCB/AMAZON Total			\$1,676.04
49	TEECO INC	WATER	05 2900 610 0 050 000	\$67.50
50			05 2900 610 0 069 000	\$36.75
51	TEECO INC Total			\$104.25
52	UNIVERSITY OF NEBRASKA-	CATERPILLAR TO BUTTERFLY	05 2900 610 0 073 000	\$20.00
53	UNIVERSITY OF NEBRASKA- Total			\$20.00
54	VISA	AMAZON #6	05 2900 610 0 058 000	\$44.88
55		AMAZON ORDER #6	05 2900 610 0 058 000	\$56.44
56		BUZZSPROUT #21	05 2900 610 0 093 000	\$12.00
57		CARD STOCK AND LABELS #6	05 2900 610 0 058 000	\$8.96
58		CHAIR POCKETS #6	05 2900 610 0 058 000	\$98.16
59		FROM PHONICS TO READING #6	05 2900 610 0 058 000	\$220.58
60		GRADUATION FELT CAPS #3	05 2900 610 0 076 000	\$56.50
61		HYVEE MINTS #16	05 2900 610 0 040 000	\$53.94
62		MANDI'S CHILL CORNER #3	05 2900 610 0 076 000	\$396.51
63		MUSIC MAGAZINE #6	05 2900 610 0 058 000	\$62.48
64		OFFICE SUPPLIES #6	05 2900 610 0 058 000	\$83.56
65		PERSONAL POSTER SETS #6	05 2900 610 0 058 000	\$29.98
66		PHONICS FOR READING #6	05 2900 610 0 058 000	\$178.98
67		READING A-Z, RAS-KIDS #6	05 2900 610 0 058 000	\$236.00

68	RIME MAGIC #6	05 2900 610 0 058 000	\$114.44
69	SNACKS FOR MEETING #2	05 2900 610 0 081 000	\$71.76
70	SPED MEETING SUPPLIES #20	05 2900 610 0 059 000	\$64.14
71	WALMART #17	05 2900 610 0 065 000	\$157.21
72	WALMART SUPPLIES #16	05 2900 610 0 040 000	\$8.98
73	VISA Total		\$1,955.50
74	Grand Total		\$12,560.74



Mary Luhr
Director of Student Programs
512 Philip Avenue, PO Box 139
Norfolk, NE 68702-0139
(402) 644-2507
maryluhr@npsne.org

Nurses Meeting 5/4/2021

- **In attendance** - Blair Brink, Cori Pena, Diane Schilling, Cindy Fox, Mary Luhr, Stacie Uzzell
 - **Excused** -
-
- ❖ School Nurses' Conference will be held virtually, June 7th & 8th.
 - ❖ Health Screening schedule. UNMC students can help on Tuesdays.
 - ❖ Kindergarten Reminder robo call will be sent May 14th, June 14th and July 26th.

The next Nurse's meeting will be September 7, 2021 in the Central Office at 7:45 am.



Mary Luhr
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512 Philip Avenue, PO Box 139
Norfolk, NE 68702-0139
(402) 644-2507
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Student Health Meeting
May 4, 2021
7:45 a.m.

Welcome and Introductions

- **In attendance** - Cindy Fox, Diane Schilling, Cori Pena, Blair Brink, Betty Froehlich, Mary Luhr, Stacie Uzzell
- **Excused** - Mark Claussen, Heather Drahota

- I. Reading of the minutes of the previous meeting.
- II. Reports of Officers - Treasurer's report can be [accessed at this link](#).

Beginning balance -	\$ 6534.63
Debits -	
Credits -	<u>\$ 286.57</u>
Ending Balance -	\$6821.20

- IV. Unfinished/Old Business -
- V. New/Miscellaneous Business- ELVPHD held 7th grade shot clinics May 3 & 4.
- VII. New Referrals -

The next Student Health Fund Council meeting will be September 7, 2021 at 7:45 a.m. in the Central Office.

Board of Education Regular Meeting

Monday, April 12, 2021

5:30 PM: Business Meeting

Norfolk Public School Administration Building

P.O. Box 139

Norfolk, NE 68702-0139

Brenda Carhart: Present
Jake Claussen: Present
Tammy Day: Present
Jenna Hatfield: Absent
Bruce Mitchell: Present
Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: April 7, 2021

2. Call to Order

The Norfolk Public School District's board of education meeting is called to order at 5:31 PM.

2.1. Roll Call—See attendance above.

Motion to approve the absence of Jenna Hatfield at 5:31 PM passed with a motion by Bruce Mitchell and a second by Tammy Day.

Brenda Carhart:	Yea	Jenna Hatfield:	Absent
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

Attendance was amended at 5:33 PM to include Jenna Hatfield as present.

2.2. Declaration of a Legal Meeting

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

3. Pledge of Allegiance

4. Presentations, Special Recognition

4.1. Transitions Strategic Action Planning Update

Beth Nelson and Erik Wilson presented recommendations from the Transition Committee for academic growth of students and professional growth of staff. The timeframe will be from April 2021 through the 2021-2022 school year.

5. Public Comments & Communication

6. Information and Discussion Items

6.1. Finance & Facilities Report

A. Total amount of claims to be approved in the consent agenda for the month of April, 2021 by specific fund are listed below:

- **General Fund = \$468,355.21**
- **Nutrition Services Fund = \$280,948.45**
- **Cooperative Fund = \$7,017.56**
- **Special Building Fund = \$193,137.57**
- **QCPUF = \$271,456.07**
- **Student Fee Fund = \$1,251.56**

- B. The total amount of claims for the month of March, 2021 in the Activities Fund is listed below:
 - **Activity Fund =\$98,633.65**
 - C. All of these claims were reviewed earlier today by the Finance and Facility Committee.
- 6.2. Teaching & Learning Report
- Remote Learning:**
- There is no new information to report on remote learning. The Teaching and Learning Team has continued to work diligently to see through details for the remainder of the school year as well as included remote learners in spring testing where appropriate.
- Curriculum and Assessment:**
- A. This time of the year is considered testing season. We are in the middle of the statewide NSCAS testing window for grades 3-8th grade. NDE has informed us that there will be reports on the spring 2021 test but results will not be reported alongside other non-pandemic school years due to possible testing irregularities with attendance and in session education. The NSCAS testing window remains open until April 30th. The Senior High completed the state required ACT test on April 6th and will hold the makeup session on April 20th. Senior High has also completed the PreACT spring test session for 9th and 10th graders.
 - B. We have managed to conduct a couple of successful curriculum program pilots this year. We are just finishing 8th grade and 4th grade Social Studies. Those particular grades were of highest need and gained our focus. We managed a K-2 Science pilot last fall. There is an aggressive plan for addressing other grade levels for Social Studies and other content areas where curricular programs are expiring.
- 6.3. Student Programs Report
- A. ELL- Our students have completed the ELPA summative assessment. We anticipate that results should be returned before the end of the year.
 - B. Nurses- On March 31, the Elkhorn Logan Valley Public Health Department provided the first round of the COVID vaccination to Norfolk Public staff that chose to receive it. The second round will be provided on April 21, 2021.
 - C. Special Education- I will attend the NASES spring conference in Kearney, April 29 and 30. The focus of the conference will be Leading for Inclusion. District special education staff will meet virtually on April 28 during PLC.
 - D. MTSS leadership team met with state facilitators [Jane Byers](#) and [Casey Jo Hurner](#). We reviewed the district decision-making rules and talked about our next steps.
 - E. PBIS follow up training will happen virtually for our building teams and administrators in June.
- 6.4. Student Services Report
- A. Reminder that Kindergarten Round up will be held on April 28th at our neighborhood elementary schools. This is an important event for soon to be new Panthers. There will be activities for students and information provided to parents about Norfolk Public Schools at the event.
 - B. Also some other important upcoming events at NPS would be that our Junior and Senior students will be getting an opportunity to have Prom on May 1st with Coronation at 7:30pm and a dance to follow. Thanks to all our senior parents and community partners who have made it possible for these students to also have a Post Prom that evening as well. The other big event we want to make sure gets on

your calendars is we will be hosting our graduation ceremony on May 16th at 2pm in the Senior High Gymnasium.

- C. On the safety side of things, members of our District Safety team were able to attend a 2 day virtual NDE sponsored Emergency Operations Planning conference where we were able to update our EOP. This was quality training that allowed us to develop plans with local fire, police and emergency management services, to be better prepared to respond to emergency situations within our schools or community. Our team will be finalizing that plan over the summer and bringing the completed EOP to the Board for review.

6.5. Human Resources & Accreditation Report

HR Update:

- A. Hiring season is getting closer to being complete, but we still have several positions that we need to fill. Our administrators and their interview teams have been busy interviewing and hiring throughout the last few months. They have selected high quality candidates who will be a great fit for our district.
- B. All NPS certified staff will participate in a Professional Development day on April 23. This day will be focused on resetting and transitioning into the 2021-2022 school year. PLCs will again become a collaborative time for our teachers to focus on curriculum. In addition, staff will have team building activities built into their day.

Job Postings Update:

Administrative Position

- Assistant Principal - Middle School (Elementary Administrative Degree)

Certified Positions ('21-'22):

- Psychologist
- Contracted Occupational Therapist (Part-Time)
- Reading Teacher (0.5 FTE), Bel Air Elementary
- Vocal Music Teacher (0.4 FTE)-Junior High
- Special Education Teacher, Junior High
- Spanish Teacher, Senior High
- Art Teacher (0.5 FTE), Senior High

Classified Openings:

- Communications Director
- Special Education Para - Jefferson Elementary
- Aftershock - Club Facilitators (Part-time)
- Building Custodian (Full-Time) - Woodland Park
- Night Custodians - Senior High
- Seasonal Yard Care Worker
- General Maintenance Worker-Full-Time
- School Bus Activity Drivers
- Evening Custodians (Part-Time)
- Electrician (Part-Time) - Maintenance
- Substitutes - Deaf Education/Sign Language Interpreter
- Substitute: Paraprofessional, Health Tech, Secretary & Nurse
- Substitute Custodians

Coaching Opportunities ('21-'22):

- SH Head Girls Track & Field
- SH Weight Room Coordinator

- SH Assistant Boys Basketball (2)
- SH Assistant Track & Field
- SH Technical Theater - Assistant Theater
- SH Assistant Swimming - Diving Coach
- JH Head 7th Grade Football
- JH Assistant 7th Grade Football
- JH Head Intramural Football
- JH Assistant 8th Grade Girls Track

6.6. Superintendent's Report

- A. Dr. Thompson gave an update on monthly enrollments, in grades PK-12, from 2016-17 to the present. She also enumerated how the 3 rounds of CARES money have been budgeted and spent and the proposed plan to spend the last allocation.
- B. The LIFE Completion Ceremony is Wednesday, May 12 at 2:30 in the Johnny Carson Theatre.

7. Committee Reports

7.1. Facilities & Finance Committee Report

The committee met at 12:00 today. The claims for the month of April and Activity claims for March were reviewed. The committee discussed contract awards for Grant and Lincoln as well as the Copy and Print contract award. Updates were provided on current facility projects in the district. Also discussed was an NRD grant for playground equipment the district has applied for and new maintenance/custodial leadership at Grant, Woodland Park, and Sr. High due to retirements. The next meeting will be Monday May 10th at 12:00 noon.

7.2. Government Relations Committee Report

The Government Relations Committee met on 3-17-2021, 3-24-2021, and 3-31-2021 to discuss bills that have significance for NPS. The following actions were taken as a result:

- Dr. Thompson visited with Senator Flood regarding each of these bills, discussing pros/cons and possible amendments.
- Sandy Wolfe sent a letter to all Senators regarding the burden that LB 644 would place on local school districts, including the requirement for NPS to hold a joint hearing with City, County, and other local entities and to send postcards to all patrons of the district to notify them of our tax asking each year...which is already published on our website and in the Norfolk Daily News.
- Tammy Day sent an email to all Senators opposing LB 133, which would eliminate all income, property, sales and inheritance tax and replace it with a 10.64% consumption tax. There is great uncertainty regarding whether this would raise sufficient funds to run state government. In addition, this bill eliminates TEEOSA and reduces local control, by requiring all school district budgets to be submitted through the ESU.
- Bill Robinson wrote a letter in support of LB 132, which would create a Finance Review Committee to study all aspects of school finance.
- Dr. Thompson wrote a letter to all Senators opposing LB 408, which would place a 3% cap on property tax growth. As the bill is currently written, it would actually decrease funding for equalized school districts, because actual property tax valuations would be used when calculating state aid--even though the amount of property taxes collected would be reduced. The effects of this bill on NPS would be a \$1.6 million decrease in state aid.

The Government Relation Committee will continue to meet weekly throughout the session to monitor bills and contact Senators when needed. Committee members also attend GNSA meetings and Norfolk Area Chamber of Commerce Government Affairs meetings.

7.3. Norfolk Public Schools Foundation Committee Report

- A. The Norfolk Public Schools Foundation Board of Directors met on March 15, 2021 at 4:30 p.m. at the NPS Administration Building. Nine board members were present in person and five board members participated via zoom. Board President Bobbi Theisen called the meeting to order at 4:32 p.m.
- B. The board reviewed the meeting minutes from February, the financial reports and the IRS 990 tax report prepared for 2020. Executive Director Sarah Dittmer shared with the board that she had provided the annual report to the NPS Board of Education on 3/8/2021 as required in the foundation's by-laws. Strategic Action team members for the Classroom Funding strategic goal gave an update to the board on work they have done in the first quarter of 2021. Their efforts included looking for donors to support the creation of an endowment to fund NPSF Grants in the future. This long-term goal intends to raise enough to fund an endowment that will support a baseline amount of foundation grants annually each year and will enable fundraising efforts for unrestricted funds to support operational expenses, additional grant awards, or projects of greatest need. The scholarship committee chair informed the board that scholarship selection preparations are underway and that all volunteer positions for the selection teams have been filled. NPSF is very grateful for these volunteers that share their time and talent with NPSF.
- C. After 11 years of service to the Foundation, Executive Director Sarah Dittmer has given her resignation effective 5/21/2021. Board members expressed their gratitude to Sarah for her hard work and commitment to the success of the foundation and wished her well in her new job. The board discussed the hiring process to replace the Executive Director, with an intent to fill the position prior to the end of the school year.

7.4. Minutes of Committee Meetings

Minutes of the April 7, 2021 Nurses Meeting were reviewed.

8. Approve Consent Agenda

Motion to approve the consent agenda at 6:24 PM passed with a motion by Tammy Day and a second by Bruce Mitchell.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

8.1. Minutes of Previous Meetings

Minutes of the March 8, 2021 and March 25, 2021 school board meetings were reviewed.

8.2. Personnel

8.2.1. Contract Approval

Bobby Bernt

- 2021-2022, Certified Elementary Media Specialist, Westside Elementary
- Master of Science, Instructional Technology, University of Nebraska, Kearney, NE,
- 8/2020-present, Title Reading Teacher, Kearney Public Schools, Kearney, NE

Bridgett Knobbe

- 2021-2022, K-4 ELL Teacher, Jefferson Elementary
- Bachelor of Science, Elementary Education Dakota Wesleyan University, Mitchell, SD, will be conferred 5/2021
- 1/2021-present, Student Teacher, 1st Grade, Westside Elementary, Norfolk, NE

Cory Lenton

- 2021-2022, Social Studies Teacher, Senior High
- Bachelor of Arts, Social Studies, Midland University (2012), Fremont, NE
- 2/2018-present, 7-12 Social Studies Teacher, Osmond Community Schools, Osmond, NE

Tatiana Moore

- 2021-2022, Social Studies Teacher, Senior High
- Bachelor of Arts, Social Studies, University of Nebraska, Kearney, NE, to be conferred 5/2021
- 1/2021-present, Full-Time Substitute Teacher, Norfolk Public Schools

Olivia Santiago

- 2021-2022, Special Education Teacher, Senior High
- Bachelor of Arts, Special Education, Wayne State College, Wayne, NE
- 8/2018-present-Elementary Special Education Teacher, Randolph Public Schools, Randolph, NE

Benjamin Sullivan

- 2021-2022, Social Studies Teacher, Senior High
- Bachelor of Arts, American/World History, Morningside College, Sioux City, IA
- 8/2020-present, Substitute Teacher, Crete Public Schools, Crete, NE

8.2.2. Resignations

McKenna Bender--2nd Grade Teacher at Jefferson Elementary
 Kelsey Gubbels--4th Grade Teacher at Westside Elementary

8.3. Claims

9. Action Items

9.1. Discuss, consider and take action to amend the 2021-2022 Option Enrollment Resolution to include Kindergarten

- A. When we set our 2021-2022 option enrollment capacities earlier this year, I mentioned that we may want to revisit these at a later date. Currently, Grades 1-4 and 6 are open to option students. However, I am now recommending that we also open kindergarten to option enrollment students.
- B. Currently, we have 262 students enrolled for kindergarten, and our capacity limitation is 310. More importantly, we only have 26 kindergarten students enrolled at Woodland Park and 28 enrolled at Grant and Westside. Typically these class sizes are 45-50.

Motion to amend the 2021-2022 Option Enrollment Resolution to include Kindergarten as an open grade level at 6:28 PM passed with a motion by Brenda Carhart and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

9.2. Discuss, consider and take action to approve the bid from J.H. Hesper Co. for the construction project at Grant Elementary School.

- A. The following General Contractors submitted bids for the Grant elementary addition and renovation project. This project will be funded from our QCPUF, Depreciation, and Special Building Funds
 - **J.H. Hespe Co. - \$1,270,600.00**
 - Perry Reid Construction - \$1,279,000.00
 - RaDec Construction - \$1,393,000.00
 - Dicon Construction - \$1,522,000.00
- B. The official Bid Tab is also attached for review, this also includes general contractors who came to the pre-bid meeting and requested bid documents but did not submit an official bid.

Motion to approve the \$1,270,600.00 bid from J.H. Hespe Company for the construction project at Grant Elementary School at 6:30 PM passed with a motion by Tammy Day and a second by Jake Claussen.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

- 9.3. Discuss, consider and take action to approve the bid from Otte Construction Company for the construction project at Lincoln Elementary School

- A. The following General Contractors submitted bids for the Lincoln elementary addition and renovation project. This project will be funded from our QCPUF, Depreciation, and Special Building Funds.
 - **Otte Construction Company - \$1,798,300**
 - J.H. Hespe Company - \$1,995,100.00
 - Lacy Construction Company - \$2,175,000.00
- B. The official Bid Tab is also attached for review, this also includes general contractors who came to the pre-bid meeting and requested bid documents but did not submit an official bid. Alternates were also provided for completing additional parking on the north end of the existing staff parking lot. The district will not pursue accepting of the alternate at this time.

Motion to approve the \$1,798,300 bid from Otte Construction Co. for the construction project at Lincoln Elementary School at 6:32 PM passed with a motion by Brenda Carhart and a second by Jenna Hatfield.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

- 9.4. Discuss, consider and take action to approve the bid from Capital for district print and copy services

The district received the qualifying proposals listed below with monthly lease and copy cost based upon the copy numbers and machines provided in the RFP. This contract is a 5 year fixed price contract.

- **Capital - \$6,867.32**
- Eakes - \$8,988.96
- Marco - \$9,383.51

Motion to approve the **\$6,867.32** monthly bid cost from Capital for district print and copy services at 6:35 PM passed with a motion by Tammy Day and a second by Jake Claussen.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

- 9.5. Discuss, consider and take action to approve the second and final reading of board policies 9000-9370b related to Bylaws of the Board

No changes have been made to these policies since their first reading last month.

Motion to approve the second and final reading of board policies 9000-9370b related to Bylaws of the Board at 6:36 PM passed with a motion by Jenna Hatfield and a second by Tammy Day.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

- 9.6. Discuss, consider and take action to approve the second and final reading of Board Policy 5003 (Assignment of Students: Grade Placement and Transfer Students) and 5004 (Full-time and Part-time Enrollment)

No changes have been made to these policies since their first reading last month.

Motion to approve the second and final reading of Board Policy 5003 (Assignment of Students: Grade Placement and Transfer Students) and 5004 (Full-time and Part-time Enrollment) at 6:37 PM passed with a motion by Bruce Mitchell and a second by Brenda Carhart.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Yea
Tammy Day:	Yea	Sandy Wolfe:	Yea

10. Future Meetings

- A. The 2nd monthly meeting of the Board of Education has been tentatively scheduled for noon on Thursday, April 22, 2021.
- B. The next regular meeting of the Board of Education will be held on Monday, May 10, 2021. The business meeting will begin at 5:30 PM. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

11. Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual

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

12. Adjournment

The meeting adjourned at 6:38 PM.

Chairperson

Superintendent

Board of Education 2nd Monthly Meeting

Thursday, April 22, 2021

Business Meeting: 12:00 PM

Norfolk Public Schools Central Administration Office

P.O. Box 139

Norfolk, NE 68702-0139

Brenda Carhart: Present
Jake Claussen: Present via Zoom
Tammy Day: Present
Jenna Hatfield: Present via Zoom
Bruce Mitchell: Absent
Sandy Wolfe: Present

1. Date Public Notice Appeared in the Norfolk Daily News: April 16, 2021

2. Call to Order

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

2.1 Roll Call—See attendance above.

Motion to approve the absence of Bruce Mitchell at 12:01 PM passed with a motion by Tammy Day and a second by Brenda Carhart.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Absent
Tammy Day:	Yea	Sandy Wolfe:	Yea

2.2. Declaration of a Legal Meeting

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

3. Action Items

3.1. Discuss, consider and take action to approve resignations

- Mandi Kettelson--Kindergarten Teacher at Woodland Park, pending a suitable replacement
- Kelsey Mendlik--3rd/4th Grade Teacher at Lincoln/Montessori, pending a suitable replacement

Motion to approve the resignations as listed, pending suitable replacements at 12:02 PM passed with a motion by Tammy Day and a second by Brenda Carhart.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Absent
Tammy Day:	Yea	Sandy Wolfe:	Yea

3.2. Discuss, consider and take action to approve contracts

Amy Brown

- 2021-2022, Assistant Principal at Norfolk Middle School
- Transferring from 5th Grade Teacher at Norfolk Middle School

Myles Burkink

- 2021-2022, 8th Grade Math Teacher, Norfolk Junior High

- Bachelor of Arts degree, Mathematics, Dakota Wesleyan University, Mitchell, SD, 12/2020
- 1/2021-Present, Full-Time Substitute Teacher, Norfolk Middle School; Student teaching completed in Fall 2020, Norfolk Senior High, Geometry/Algebra teacher

Arianne Goode

- 2021-2022, English/Language Arts Teacher, Norfolk Senior High
- Bachelor of Arts, 7-12 English Education, University of Nebraska, Kearney, NE, to be conferred 5/2021
- 1/2021-Present, Student Teacher, Norfolk High School

Kristin Hunhoff

- 2021-2022, Science Teacher, Norfolk Senior High
- Bachelor of Arts, Biology and Secondary Education, Mount Marty College, Yankton, SD, 5/2019
- 8/2019-Present, Science Teacher, Mayer High School, Mayer, AZ

Jillian Orwig

- 2021-2022, Special Education Teacher, Norfolk Senior High
- Bachelor of Arts degree, Elementary & Special Education, , Mount Marty College, Yankton, SD, to be conferred 5/2021
- Spring 2021, K-6 Special Education Student Teacher, Hartington-Newcastle Elementary and K-12 Special Education Teacher, Yankton High School

Motion to approve the contracts, as listed at 12:04 PM passed with a motion by Tammy Day and a second by Jake Claussen.

Brenda Carhart:	Yea	Jenna Hatfield:	Yea
Jake Claussen:	Yea	Bruce Mitchell:	Absent
Tammy Day:	Yea	Sandy Wolfe:	Yea

4. Future Meetings

The next regular meeting of the Board of Education will be held on Monday, May 10, 2021. The Business Meeting will begin at 5:30 PM. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.

5. Executive Session If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.

5.1. Convene Executive Session -- If Needed to Protect the Interest of the District or to Prevent Needless Injury to the Reputation of an Individual.

No Executive Session was convened.

6. Adjournment

The meeting adjourned at 12:05 PM.

Chairperson

Superintendent

MAY 10, 2021

NORFOLK PUBLIC SCHOOLS
NORFOLK, NEBRASKA

GENERAL FUND

1	A TO Z VAC & SEW	VACUUM BELTS, BRUSH STRIPS	01 2610 610 2 001 001	\$28.00
2	A TO Z VAC & SEW Total			\$28.00
3	ACERS, MELISSA	PARENT MILEAGE	01 2712 332 1 004 000	\$79.86
4	ACERS, MELISSA Total			\$79.86
5	ADVANCE AUTO PARTS	1 GAL SPLASH AND OIL	01 2650 610 1 001 000	\$31.65
6			01 2650 610 2 001 000	\$31.65
7		BRAKE CLEANER	01 2650 610 1 001 000	\$31.32
8			01 2650 610 2 001 000	\$31.32
9		BRAKE CLEANER, WASHER SOLVENT	01 2650 610 1 001 000	\$50.66
10			01 2650 610 2 001 000	\$50.65
11		BRAKE PADS	01 2650 610 1 001 000	\$13.00
12			01 2650 610 2 001 000	\$12.99
13		FILTER	01 2650 610 1 001 000	\$1.12
14			01 2650 610 2 001 000	\$1.12
15		OIL	01 2650 610 1 001 000	\$35.82
16			01 2650 610 2 001 000	\$35.82
17		PX OPTIMUM,GEAR OIL	01 2650 610 1 001 000	\$28.50
18			01 2650 610 2 001 000	\$28.49
19		REPAIR PARTS #13	01 2650 610 1 001 000	\$13.59
20			01 2650 610 2 001 000	\$13.60
21		REPAIR PARTS #51, #24, #27	01 2650 610 1 001 000	\$123.63
22			01 2650 610 2 001 000	\$123.63
23		REPAIR PARTS #8	01 2710 610 1 001 000	\$4.02
24			01 2710 610 2 001 000	\$4.02
25		RETURNED SPARK PLUGS	01 2650 610 1 001 000	-\$19.76
26			01 2650 610 2 001 000	-\$19.76
27		RIVET AND WRENCH	01 2620 610 1 001 000	\$49.07
28			01 2620 610 2 001 000	\$49.06
29		TAP & DIE SET	01 2650 610 1 001 000	\$16.10
30			01 2650 610 2 001 000	\$16.09
31	ADVANCE AUTO PARTS Total			\$757.40
32	ALISON'S MONTESSORI	GENERAL SUPPLIES	01 1100 610 1 028 005	\$220.92
33	ALISON'S MONTESSORI Total			\$220.92

34	ALVAREZ ARROYO, GRECIA	PARENT MILEAGE	01 2713 332 1 004 021	\$80.64
35	ALVAREZ ARROYO, GRECIA Total			\$80.64
36	APPEARA	LAUNDRY SERVICE	01 1100 340 2 211 001	\$67.31
37			01 2410 340 2 141 002	\$78.73
38			01 2410 340 2 209 001	\$208.57
39		MOPS	01 2610 431 1 001 000	\$171.60
40			01 2610 431 2 001 000	\$171.60
41		WORK SHIRTS	01 2610 431 1 001 000	\$208.47
42			01 2610 431 2 001 000	\$208.47
43			01 2620 431 1 001 000	\$52.14
44	01 2620 431 2 001 000		\$52.11	
45	APPEARA Total			\$1,219.00
46	ARKFELD LOCK & SECURITY	FIRE PANEL KEYS	01 2620 610 1 001 000	\$8.02
47			01 2620 610 2 001 000	\$8.01
48	ARKFELD LOCK & SECURITY Total			\$16.03
49	ASSETGENIE, INC	HEADPHONE JACK	01 1150 350 1 004 003	\$59.00
50		HEADPHONE JACK REPAIR	01 1100 340 1 904 012	\$59.00
51	ASSETGENIE, INC Total			\$118.00
52	AUSTIN, MICHELLE	SIXPENGE MILEAGE	01 3541 333 1 004 000	\$83.10
53	AUSTIN, MICHELLE Total			\$83.10
54	BAUER BUILT, INC	NEW TIRES #24	01 2650 610 1 001 000	\$260.98
55			01 2650 610 2 001 000	\$260.98
56	BAUER BUILT, INC Total			\$521.96
57	BOMGAARS SUPPLY	NO FLAT TIRE FILLER	01 2650 610 1 001 000	\$19.99
58			01 2650 610 2 001 000	\$19.99
59		ORTHO WEEDCLEAR	01 2630 610 1 001 021	\$12.99
60		SOLAR SALT	01 2620 610 1 001 009	\$54.60
61			01 2620 610 2 001 001	\$553.14
62		TRIMMER LINE	01 2630 610 1 001 000	\$33.25
63	01 2630 610 2 001 000		\$33.25	
64	BOMGAARS SUPPLY Total			\$727.21
65	BOYS TOWN	MARCH21 EDUCATION T KAUP	01 1200 561 1 004 000	\$2,578.80
66			01 1200 890 1 004 000	\$421.20
67	BOYS TOWN Total			\$3,000.00
68	BRUHA, ALEXIS	STAFF MILEAGE	01 1291 333 1 004 021	\$48.86
69			01 1292 333 1 004 000	\$48.86
70	BRUHA, ALEXIS Total			\$97.72
71	BSN SPORTS	SCOOTERS	01 1100 610 1 318 004	\$15.28
72	BSN SPORTS Total			\$15.28
73	BULLSEYE FIRE SPRINKLER	CLEANED OUT LEAKING FIRE PUMP	01 2620 431 2 001 002	\$696.26

74	BULLSEYE FIRE SPRINKLER Total			\$696.26
75	CDW GOVERNMENT, INC	CHROMEBOOKS	01 6997 650 1 945 000	\$114,450.00
76			01 6997 650 2 945 000	\$114,450.00
77	CDW GOVERNMENT, INC Total			\$228,900.00
78	CENGAGE LEARNING	FUNDMENTALS MATERIALS	01 6926 610 2 004 000	\$5,523.65
79	CENGAGE LEARNING Total			\$5,523.65
80	CENTURY LUMBER CO	SUPPLIES	01 2620 610 1 001 000	\$147.16
81			01 2620 610 2 001 000	\$147.16
82	CENTURY LUMBER CO Total			\$294.32
83	CITY OF NORFOLK	SRO	01 1160 350 2 001 000	\$24,837.77
84		WATER	01 2610 410 1 001 010	\$411.39
85			01 2610 410 1 001 014	\$1,043.83
86			01 2610 410 1 001 021	\$436.28
87			01 2610 410 2 001 001	\$2,142.08
88	CITY OF NORFOLK Total			\$28,871.35
89	COLLINS, NICHOLAS	JH TRACK AT BC	01 2190 580 2 001 000	\$10.27
90		JH TRACK COLUMBUS	01 2190 580 2 001 000	\$8.98
91		JH TRACK SCHUYLER	01 2190 580 2 001 000	\$9.92
92		SOCCER 4/15/21	01 2190 580 2 001 001	\$8.98
93		TRACK MEET ALBION	01 2190 580 2 001 001	\$9.96
94		TRACK MEET AT FREMONT	01 2190 580 2 001 001	\$21.65
95		TRACK MEET COLUMBUS	01 2190 580 2 001 001	\$8.65
96		TRACK MEET GRAND ISLAND	01 2190 580 2 001 001	\$21.27
97		TRACK MEET WISNER	01 2190 580 2 001 001	\$16.61
98	COLLINS, NICHOLAS Total			\$116.29
99	CONTINENTAL PRESS	GENERAL SUPPLIES	01 6926 610 1 004 000	\$480.48
100	CONTINENTAL PRESS Total			\$480.48
101	CORNHUSKER INTERNATIONAL	SWITCH FOR 37H	01 2710 610 1 001 000	\$121.06
102			01 2710 610 2 001 000	\$121.06
103	CORNHUSKER INTERNATIONAL Total			\$242.12
104	COURTESY FORD	REPAIRS TO DISTRICT VEHICLE	01 2650 340 1 001 000	\$433.09
105			01 2650 340 2 001 000	\$433.08
106	COURTESY FORD Total			\$866.17
107	CRAVEN, SHEILA	CONTRACTED OT SERVICES	01 2161 320 1 004 000	\$5,678.25
108			01 2162 320 1 004 000	\$1,909.50
109			01 2163 320 1 004 000	\$100.50
110		MILEAGE FOR OT SERVICES	01 2161 334 1 004 000	\$30.02
111			01 2162 334 1 004 000	\$9.69
112			01 2163 334 1 004 000	\$5.10
113	CRAVEN, SHEILA Total			\$7,733.06

114	DELL MARKETING L.P.	WARRANTY RENEWAL	01 2230 340 1 005 000	\$1,096.20
115			01 2230 340 2 005 000	\$1,096.20
116	DELL MARKETING L.P. Total			\$2,192.40
117	DEMCO	LIBRARY SUPPLIES	01 2220 610 1 030 000	\$111.51
118	DEMCO Total			\$111.51
119	DINKEL IMPLEMENT	FILTERS	01 2630 610 1 001 000	\$70.89
120			01 2630 610 2 001 000	\$70.88
121	DINKEL IMPLEMENT Total			\$141.77
122	EAKES OFFICE PLUS	COPIER LEASE	01 2530 340 1 001 000	\$6,124.54
123			01 2530 340 2 001 000	\$6,124.54
124		OVAL LABELS	01 2310 890 1 033 000	\$37.58
125			01 2310 890 2 033 000	\$37.58
126		STAPLES FOR COPIERS	01 2220 610 2 106 002	\$98.00
127		STORAGE	01 1190 610 1 163 021	\$460.00
128	EAKES OFFICE PLUS Total			\$12,882.24
129	ECHO GROUP INC	ADV ELECTRICAL BALLAST	01 2620 610 1 001 000	\$7.14
130			01 2620 610 1 001 012	\$28.56
131			01 2620 610 2 001 000	\$7.14
132		ADV ELECTRONIC BALLAST	01 2620 610 2 001 002	\$169.00
133		BREAKER	01 2620 610 2 001 002	\$7.44
134		EXTERIOR WALL LIGHT	01 2620 610 2 001 000	\$163.33
135		WALL LIGHT AND BALLAST	01 2620 610 2 001 000	\$189.58
136	ECHO GROUP INC Total			\$572.19
137	ELECTRONIC CONTRACTING CO	MAINTENANCE CONTRACT	01 2620 431 2 715 001	\$971.75
138	ELECTRONIC CONTRACTING CO Total			\$971.75
139	ELECTRONIC SYSTEMS	PINCHED WIRE ON FIRE ALARM	01 2620 431 2 001 001	\$520.00
140	ELECTRONIC SYSTEMS Total			\$520.00
141	ESSENTIAL SCREEN	BACKGROUND CHECKS	01 2510 340 1 001 000	\$866.02
142			01 2510 340 2 001 000	\$866.00
143	ESSENTIAL SCREEN Total			\$1,732.02
144	FASTENAL INDUSTRIAL	PARTS	01 2630 610 1 001 000	\$5.29
145			01 2630 610 2 001 000	\$5.29
146	FASTENAL INDUSTRIAL Total			\$10.58
147	FERNAU, JESSICA	STAFF MILEAGE	01 1291 333 1 004 021	\$28.37
148			01 1292 333 1 004 000	\$28.36
149	FERNAU, JESSICA Total			\$56.73
150	FICK, KATHY	STAFF MILEAGE	01 2151 333 1 004 000	\$11.20
151			01 2151 333 2 004 000	\$11.20
152	FICK, KATHY Total			\$22.40
153	FLINN SCIENTIFIC, INC	BALANCES	01 1100 610 2 206 001	\$1,756.55

154	FLINN SCIENTIFIC, INC Total			\$1,756.55
155	GOPHER	FOOTBALLS/TUBES/RIBBONS	01 1100 610 1 721 008	\$235.59
156		GENERAL SUPPLIES	01 1100 610 1 721 008	-\$56.28
157	GOPHER Total			\$179.31
158	HACKER, LAURIE	STAFF MILEAGE	01 2151 333 1 004 000	\$38.30
159	HACKER, LAURIE Total			\$38.30
160	HOEFER, RACHAEL	PARENT MILEAGE	01 2713 332 1 004 000	\$26.88
161	HOEFER, RACHAEL Total			\$26.88
162	HOFFMAN, JALEN	ACTIVITY WORKER	01 2190 120 2 001 000	\$60.13
163	HOFFMAN, JALEN Total			\$60.13
164	HOFMANN PLUMBING	WATER SHUT OFFS	01 2620 431 2 001 002	\$532.00
165	HOFMANN PLUMBING Total			\$532.00
166	HOIEN, MARY	SUPPLIES FOR BLT	01 2320 610 1 033 000	\$9.56
167			01 2320 610 2 033 000	\$9.56
168	HOIEN, MARY Total			\$19.12
169	HOLIDAY INN KEARNEY	NEW BOARD MEMBER WORKSHOP	01 2310 580 1 033 000	\$52.00
170			01 2310 580 2 033 000	\$52.00
171	HOLIDAY INN KEARNEY Total			\$104.00
172	HOME DEPOT PRO, THE	CAN LINERS	01 2610 610 1 001 000	\$213.90
173			01 2610 610 2 001 000	\$213.90
174		LABOR/SHOP PARTS/BRUSH STRIP	01 2610 431 1 001 000	\$56.04
175			01 2610 431 2 001 000	\$56.03
176	HOME DEPOT PRO, THE Total			\$539.87
177	HOMETOWN LEASING	PRINTERS	01 1100 340 1 104 010	\$877.71
178			01 1100 340 1 201 003	\$509.77
179			01 1100 340 1 302 004	\$379.76
180			01 1100 340 1 430 014	\$1,237.80
181			01 1100 340 1 602 005	\$369.98
182			01 1100 340 1 705 008	\$832.66
183			01 1100 340 1 819 009	\$398.29
184			01 1100 340 1 904 012	\$452.81
185			01 1100 340 2 141 002	\$1,121.52
186			01 1100 340 2 209 001	\$1,781.39
187			01 1125 340 2 209 001	\$18.96
188			01 1190 610 1 163 021	\$69.35
189			01 1200 610 1 004 000	\$520.82
190			01 1200 610 2 004 000	\$520.81
191			01 1291 610 1 017 000	\$107.98
192			01 1292 610 1 017 000	\$107.98
193			01 2530 340 1 001 000	-\$4,553.28

194			01 2530 340 2 001 000	-\$4,553.27
195			01 2620 431 0 001 000	\$21.34
196			01 6996 340 1 945 004	\$1.13
197			01 6996 340 2 945 001	\$17.00
198	HOMETOWN LEASING Total			\$240.51
199	HONORS GRADUATION	CAREER ACADEMY CORDS	01 2490 610 2 209 001	\$184.00
200	HONORS GRADUATION Total			\$184.00
201	HUGHES, PAUL	ACTIVITY WORKER	01 2190 120 2 001 000	\$101.75
202	HUGHES, PAUL Total			\$101.75
203	ILLUMINATE EDUCATION	EDU CLIMBER	01 6997 643 1 945 000	\$3,546.25
204			01 6997 643 2 945 000	\$3,546.25
205	ILLUMINATE EDUCATION Total			\$7,092.50
206	INITIATIVE ONE	2021 LEADERSHIP REBOOT	01 2320 330 1 033 000	\$1,500.00
207			01 2320 330 2 033 000	\$1,500.00
208	INITIATIVE ONE Total			\$3,000.00
209	INSTRUMENTALIST AWARDS	AWARDS	01 1100 610 2 202 001	\$67.00
210			01 1100 610 2 205 001	\$66.00
211			01 1100 610 2 207 001	\$67.00
212	INSTRUMENTALIST AWARDS Total			\$200.00
213	J W PEPPER, INC	DISTRICT MUSIC	01 1100 610 2 202 001	\$57.00
214	J W PEPPER, INC Total			\$57.00
215	JAMES, ALLISON	STAFF MILEAGE	01 2181 333 1 004 000	\$17.36
216			01 2181 333 2 004 000	\$17.36
217			01 2182 333 1 004 021	\$17.36
218	JAMES, ALLISON Total			\$52.08
219	JENSEN, ASHLYN	ACTIVITY WORKER	01 2190 120 2 001 000	\$60.13
220	JENSEN, ASHLYN Total			\$60.13
221	JONES SCHOOL SUPPLY	SUPPLIES	01 1100 610 1 904 012	\$221.68
222	JONES SCHOOL SUPPLY Total			\$221.68
223	JOSTENS	DIPLOMAS	01 2490 610 2 209 001	\$9.55
224	JOSTENS Total			\$9.55
225	KAUP, TAMI	STAFF MILEAGE	01 1200 333 2 004 000	\$16.46
226	KAUP, TAMI Total			\$16.46
227	KLEINSCHMIT, LETISHIA	STAFF MILEAGE	01 2151 333 1 004 000	\$14.90
228	KLEINSCHMIT, LETISHIA Total			\$14.90
229	KNIGHT, KARLA	STAFF MILEAGE	01 2151 333 2 004 000	\$16.47
230			01 2152 333 1 004 021	\$16.46
231			01 2153 333 1 004 000	\$16.46
232	KNIGHT, KARLA Total			\$49.39
233	KONERT, NICOLE	STAFF MILEAGE	01 1200 333 1 004 000	\$48.95

234			01 1200 333 2 004 000	\$48.94
235	KONERT, NICOLE Total			\$97.89
236	KURITA AMERICA, INC.	WATER TREATMENT PROGRAM	01 2620 610 1 001 000	\$659.56
237			01 2620 610 2 001 000	\$659.55
238	KURITA AMERICA, INC. Total			\$1,319.11
239	KUSTOM PEST CONTROL	APRIL PEST CONTROL	01 2630 340 1 001 000	\$58.50
240			01 2630 340 1 001 003	\$39.00
241			01 2630 340 1 001 004	\$39.00
242			01 2630 340 1 001 005	\$39.00
243			01 2630 340 1 001 008	\$39.00
244			01 2630 340 1 001 009	\$39.00
245			01 2630 340 1 001 010	\$39.00
246			01 2630 340 1 001 012	\$39.00
247			01 2630 340 1 001 014	\$39.00
248			01 2630 340 1 001 021	\$39.00
249			01 2630 340 2 001 000	\$58.50
250			01 2630 340 2 001 001	\$78.00
251			01 2630 340 2 001 002	\$39.00
252	KUSTOM PEST CONTROL Total			\$585.00
253	LAKESHORE LEARNING	CLASSROOM MATERIALS	01 1100 610 1 602 005	\$51.06
254			01 1100 610 1 611 005	\$242.16
255		NEW CLASSROOM SUPPLIES	01 1100 610 1 028 005	\$237.42
256	LAKESHORE LEARNING Total			\$530.64
257	LAMMERS, CURT	ACTIVITY WORKER	01 2190 120 2 001 000	\$453.25
258	LAMMERS, CURT Total			\$453.25
259	LAWSON PRODUCTS, INC	RESTOCK PARTS BIN	01 2620 610 1 001 000	\$90.58
260			01 2620 610 2 001 000	\$90.58
261	LAWSON PRODUCTS, INC Total			\$181.16
262	LIBRARY STORE, THE	LIBRARY SUPPLIES	01 2220 610 1 423 014	\$159.67
263	LIBRARY STORE, THE Total			\$159.67
264	LOVE SIGNS, INC	BANNER PATCH	01 1100 610 1 904 012	\$30.00
265	LOVE SIGNS, INC Total			\$30.00
266	LRP PUBLICATIONS	THE SPECIAL EDUCATOR	01 1200 640 1 004 000	\$189.75
267			01 1200 640 2 004 000	\$189.75
268	LRP PUBLICATIONS Total			\$379.50
269	MAJOR REFRIGERATION	REPAIRS ON OLD ICE MACHINE	01 1100 340 2 141 002	\$213.60
270	MAJOR REFRIGERATION Total			\$213.60
271	MARATHON PRESS INC	HEALTH DEPT. CARDS	01 2130 610 1 004 000	\$120.50
272			01 2130 610 2 004 000	\$120.50
273	MARATHON PRESS INC Total			\$241.00

274	MATHESON TRI-GAS INC.	GENERAL SUPPLIES	01 1100 610 2 211 001	\$474.20
275		MONTHLY MATERIALS	01 2620 610 1 001 000	\$105.90
276			01 2620 610 2 001 000	\$105.90
277	MATHESON TRI-GAS INC. Total			\$686.00
278	MCGRAW-HILL SCHOOL	INSPIRE CHEMISTRY	01 1100 640 2 028 000	\$29,286.09
279	MCGRAW-HILL SCHOOL Total			\$29,286.09
280	MCTAGGART, JENNIFER	STAFF MILEAGE	01 2171 333 1 004 000	\$19.38
281	MCTAGGART, JENNIFER Total			\$19.38
282	MEISINGER OIL CO	ANTIFREEZE	01 2190 610 2 001 000	\$210.68
283			01 2650 610 1 001 000	\$88.18
284			01 2650 610 2 001 000	\$88.19
285			01 2710 610 1 001 000	\$26.95
286			01 2710 610 2 001 000	\$26.95
287			01 2712 610 1 001 000	\$49.00
288		DIESEL	01 2650 626 1 001 000	\$176.33
289			01 2650 626 2 001 000	\$176.33
290			01 2710 626 1 001 000	\$3,526.60
291			01 2710 626 2 001 000	\$3,526.60
292			01 2712 626 1 001 000	\$1,410.64
293		REFILL PROPANE FOR FORKLIFT	01 2620 610 1 001 000	\$12.75
294			01 2620 610 2 001 000	\$12.75
295	MEISINGER OIL CO Total			\$9,331.95
296	MENARDS	END CAP AND MASONRY SEAL	01 2620 610 2 001 002	\$10.56
297		HEAVY DUTY CLOSER	01 2620 610 1 001 000	\$5.50
298			01 2620 610 2 001 000	\$5.49
299		MISC SHOP SUPPLIES	01 2620 610 1 001 000	\$53.20
300			01 2620 610 2 001 000	\$53.19
301		SEAL, CAULK GUN, BACKER ROD	01 2620 610 1 001 000	\$6.02
302			01 2620 610 2 001 000	\$6.01
303		SIL ULTRA GUTTER/BATTERIES	01 2620 610 1 001 000	\$7.24
304			01 2620 610 2 001 000	\$7.23
305		STRETCH WRAP	01 2620 610 1 001 000	\$20.99
306			01 2620 610 2 001 000	\$20.99
307		SUPPLIES	01 2620 610 1 001 000	\$11.21
308			01 2620 610 2 001 000	\$11.20
309		TOILET SEAL, BOLT , NUTS	01 2620 610 1 001 000	\$5.33
310			01 2620 610 2 001 000	\$5.32
311		WRENCH SET	01 2620 610 1 001 000	\$20.00
312			01 2620 610 2 001 000	\$19.99
313	MENARDS Total			\$269.47

314	METAL DOORS & HARDWARE CO.	LEVER KNOB LOCKS	01 2620 610 2 001 002	\$3,700.00
315	METAL DOORS & HARDWARE CO. Total			\$3,700.00
316	MICRO FOCUS	3 YR MAINT RENEWAL	01 2230 340 1 005 000	\$24,798.06
317			01 2230 340 2 005 000	\$24,798.06
318	MICRO FOCUS Total			\$49,596.12
319	MILLER, AMY	CONTRACTED PT SERVICES	01 2171 320 1 004 000	\$5,142.25
320			01 2172 320 1 004 000	\$1,340.00
321			01 2173 320 1 004 000	\$1,658.25
322		MILEAGE PT SERVICES	01 2171 334 1 004 000	\$70.67
323			01 2172 334 1 004 000	\$12.99
324			01 2173 334 1 004 000	\$33.38
325	MILLER, AMY Total			\$8,257.54
326	MODEL ELECTRIC INC	CHANGED OUT OUTLET	01 2620 431 2 001 001	\$84.13
327		FOUND BAD COMPRESSOR	01 2620 431 1 001 005	\$70.26
328		INSTALLED OUTLET IN MUSIC RM	01 2620 431 1 001 005	\$202.08
329		REPLACE LAMPS IN THEATER	01 2620 431 2 715 001	\$174.00
330	MODEL ELECTRIC INC Total			\$530.47
331	NAPA OF NORFOLK	FUEL LINE SET	01 2650 610 1 001 000	\$35.00
332			01 2650 610 2 001 000	\$34.99
333		SYNGEAR OIL	01 2650 610 1 001 000	\$21.44
334			01 2650 610 2 001 000	\$21.43
335	NAPA OF NORFOLK Total			\$112.86
336	NCS PEARSON	MARCH Q INTERACTIVE USE	01 2141 610 1 014 000	\$138.09
337			01 2141 610 2 014 000	\$138.10
338			01 2142 610 1 014 000	\$30.69
339	NCS PEARSON Total			\$306.88
340	NCSA	MEMBERSHIP DUES	01 2410 810 2 141 002	\$585.00
341		NASES/CASE/CEC MEMBERSHIP	01 1200 330 1 004 000	\$262.50
342			01 1200 330 2 004 000	\$262.50
343	NCSA Total			\$1,110.00
344	NASB	BUDGET&FINANCE	01 2310 330 1 033 000	\$32.50
345			01 2310 330 2 033 000	\$32.50
346		NEW BOARD MEMBER	01 2310 330 1 033 000	\$47.50
347			01 2310 330 2 033 000	\$47.50
348	NASB Total			\$160.00
349	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$1,907.29
350			01 2610 621 1 001 003	\$2,309.58
351			01 2610 621 1 001 004	\$2,194.03
352			01 2610 621 1 001 005	\$1,880.22
353			01 2610 621 1 001 008	\$1,794.06

354			01 2610 621 1 001 009	\$1,417.34
355			01 2610 621 1 001 010	\$1,888.19
356			01 2610 621 1 001 014	\$8,357.41
357			01 2610 621 1 001 021	\$1,378.07
358			01 2610 621 2 001 000	\$1,907.29
359			01 2610 621 2 001 001	\$31,217.48
360			01 2610 621 2 001 002	\$10,221.24
361	NEBRASKA PUBLIC POWER Total			\$66,472.20
362	NEBRASKA SCHOOLMASTERS	J ROBINSON ANNUAL MEMBER DUES	01 2410 810 2 141 002	\$30.00
363	NEBRASKA SCHOOLMASTERS Total			\$30.00
364	NELSON, SARAH	PARENT MILEAGE	01 2713 332 1 004 021	\$100.80
365	NELSON, SARAH Total			\$100.80
366	NEWZBRAIN EDUCATION	WEB/CLOUD BASED SOFTWARE	01 1100 643 1 405 014	\$508.00
367	NEWZBRAIN EDUCATION Total			\$508.00
368	NMG LLC DBA NORFOLK WORKS	DOT PHYS/ BREATH TESTS	01 2570 340 1 901 000	\$390.00
369			01 2570 340 2 901 000	\$390.00
370	NMG LLC DBA NORFOLK WORKS Total			\$780.00
371	NORFOLK AREA CHAMBER OF COMMERCE	ANNUAL CHAMBER BANQUET	01 2320 810 1 033 000	\$25.00
372			01 2320 810 2 033 000	\$25.00
373		MEETING MEAL JJT	01 2320 890 1 033 000	\$5.00
374			01 2320 890 2 033 000	\$5.00
375	NORFOLK AREA CHAMBER OF COMMERCE Total			\$60.00
376	NORFOLK AUTO SUPPLY	FILTER	01 2650 610 1 001 000	\$14.19
377			01 2650 610 2 001 000	\$14.19
378	NORFOLK AUTO SUPPLY Total			\$28.38
379	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEALS	01 2320 890 1 033 000	\$9.30
380			01 2320 890 2 033 000	\$9.30
381	NORFOLK COUNTRY CLUB Total			\$18.60
382	NORFOLK DAILY NEWS	ADS	01 2310 540 1 001 000	\$20.19
383			01 2310 540 2 001 000	\$20.19
384			01 2510 540 1 001 000	\$59.59
385			01 2510 540 1 901 000	\$545.02
386			01 2510 540 2 001 000	\$59.59
387			01 2510 540 2 901 000	\$545.02
388		KINDERGARTEN ROUND UP	01 2310 540 1 010 000	\$99.70
389			01 2310 540 2 010 000	\$99.70
390	NORFOLK DAILY NEWS Total			\$1,449.00
391	NORFOLK WINSUPPLY	DELTA FAUCET	01 2620 610 1 001 004	\$186.54
392		FILTERS	01 2620 610 1 001 008	\$662.73
393		RECIRCULATING PUMP	01 2620 731 2 001 002	\$485.00

394		SHARK BITE TOOL	01 2620 610 1 001 000	\$7.83
395			01 2620 610 2 001 000	\$7.83
396		SUPPLIES	01 2620 610 1 001 000	\$33.96
397			01 2620 610 2 001 000	\$33.96
398		WHITE HINGE KIT	01 2620 610 1 001 000	\$37.35
399			01 2620 610 2 001 000	\$37.35
400	NORFOLK WINSUPPLY Total			\$1,492.55
401	NORTHEAST COMMUNITY	SAFE WITH YOU TRAINING	01 2213 340 1 017 021	\$760.00
402	NORTHEAST COMMUNITY Total			\$760.00
403	NOVA FITNESS EQUIPMENT	FITNESS EQUIPMENT MAINTENANCE	01 1100 340 1 414 014	\$260.00
404	NOVA FITNESS EQUIPMENT Total			\$260.00
405	NOVOTNY, ASHLEE	CDL LICENSE	01 2712 890 1 001 000	\$15.50
406		CDL PERMIT	01 2713 890 1 001 000	\$14.50
407	NOVOTNY, ASHLEE Total			\$30.00
408	NPS SUBSIDIARY	ADDRESS LABELS #3	01 1100 610 1 904 012	\$50.11
409		ASD NETWORK CONF #20	01 1200 330 1 004 000	\$115.00
410		BACKGROUND CHECKS #8	01 2510 340 1 001 000	\$1.50
411			01 2510 340 2 001 000	\$1.50
412		BOE LUNCH #1	01 2310 890 1 033 000	\$31.49
413			01 2310 890 2 033 000	\$31.48
414		BOOKS FOR FAMILIES #11	01 3541 610 1 004 000	\$242.85
415		BRAKE CLEANER/AIR FILTER	01 2650 610 1 001 000	\$18.37
416			01 2650 610 2 001 000	\$18.37
417		CABLE SERVICE	01 2410 340 2 209 001	\$23.78
418		CELL PHONES	01 2670 382 1 035 000	\$206.52
419			01 2670 382 2 035 000	\$206.51
420			01 2710 382 1 001 000	\$200.25
421			01 2710 382 2 001 000	\$200.25
422			01 3541 382 1 004 000	\$155.85
423			01 6910 382 1 004 000	\$51.95
424			01 6968 382 1 001 014	\$16.02
425			01 6968 382 2 001 002	\$16.02
426		CLASSROOM SUPPLIES #17	01 1100 610 1 610 005	\$150.47
427			01 1100 610 1 613 005	\$11.12
428			01 1100 610 1 637 005	\$64.19
429			01 1100 610 1 664 005	\$11.13
430		CLASSROOM SUPPLIES #26	01 1100 610 2 208 001	\$155.45
431			01 1200 610 2 258 001	\$47.21
432		CLASSROOM SUPPLIES #27	01 1100 610 2 204 001	\$53.24
433		CLASSROOM SUPPLIES #3	01 2151 610 1 953 012	\$103.81

434	CLASSROOM SUPPLIES #41	01 1100 610 2 204 001	\$171.17
435	CLASSROOM SUPPLIES #5	01 1200 610 2 258 001	\$16.22
436	CLOCKS #16	01 1100 610 1 430 014	\$19.98
437	CLUB SUPPLIES #21	01 6968 610 1 001 014	\$149.09
438		01 6968 610 2 001 002	\$44.49
439	COOLANT HOSE #9	01 2650 610 1 001 000	\$162.28
440		01 2650 610 2 001 000	\$162.28
441	CULINARY SUPPLIES #41	01 1100 610 2 204 001	\$90.31
442	DEPENDENT/HEALTHCARE	01 2510 340 1 001 000	\$491.55
443	ELECTRICITY	01 2610 621 1 001 012	\$1,787.90
444	EMPLOYEE TRAINING #18	01 2213 330 1 201 003	\$50.00
445	EOY AWARDS #10	01 1100 610 1 302 004	\$59.89
446	FESTIVAL SUPPLIES #11	01 3541 610 1 004 000	\$59.56
447	FINAL PRI LINE BILLING	01 2510 382 1 001 000	\$990.50
448		01 2510 382 2 001 000	\$990.50
449	GENERAL SUPPLIES #15	01 1200 610 1 020 009	\$200.06
450	GENERAL SUPPLIES #40	01 1100 610 2 211 001	\$307.32
451	GUIDANCE SUPPLIES #17	01 2120 610 1 605 005	\$35.32
452	HEADPHONES #18	01 1100 610 1 201 003	\$408.74
453	HOT SPOTS	01 6996 610 1 945 000	\$675.84
454		01 6996 610 2 945 000	\$675.84
455	LABELS #10	01 1100 610 1 302 004	\$35.10
456	LAMINATING FILM #3	01 1100 610 1 904 012	\$178.04
457	LAMINATING POUCHES #17	01 1100 610 1 602 005	\$105.84
458	MATH MATERIALS #17	01 1100 610 1 028 005	\$224.25
459	MEDIA SUPPLIES #28	01 2410 610 2 209 001	\$38.45
460	MEMBERSHIP DUES FOR NE SCHOOL	01 2310 810 1 010 000	\$17.50
461		01 2310 810 2 010 000	\$17.50
462	MS CLUB SUPPLIES #21	01 6968 610 1 001 014	\$123.81
463	NON SLIP ADHESIVE TAPE #9	01 2620 610 2 001 001	\$1,329.62
464	O RINGS #9	01 2620 610 1 001 000	\$4.55
465		01 2620 610 2 001 000	\$4.54
466	OFFICE SUPPLIES #21	01 6968 610 1 001 014	\$108.43
467	PENCILS #10	01 1100 610 1 302 004	\$29.97
468	POSTAGE #19	01 2410 531 1 704 008	\$2.40
469	REPAIRS TO SEWING MACHINE	01 1100 340 2 141 002	\$275.00
470	REPLACEMENT SOCKS #11	01 3541 610 1 004 000	\$43.32
471	STORAGE ORGANIZER #17	01 1100 610 1 028 005	\$131.96
472	STUDENT PLANNERS #3	01 2410 610 1 904 012	\$165.00
473	SUPPLIES #11	01 3541 610 1 004 000	\$153.82

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SUPPLIES #18	01 1100 610 1 220 003	\$13.90
SUPPLIES #19	01 1100 610 1 701 008	\$120.39
	01 1100 610 1 705 008	\$62.13
	01 1100 610 1 709 008	\$49.21
	01 2151 610 1 754 008	\$37.14
	01 2410 610 1 704 008	\$125.55
SUPPLIES #20	01 1200 610 1 004 000	\$47.62
	01 1200 610 2 004 000	\$47.61
SUPPLIES #21	01 6968 610 1 001 014	\$215.65
	01 6968 610 2 001 002	\$57.93
SUPPLIES #3	01 1100 610 1 907 012	\$202.81
	01 1100 610 1 919 012	\$223.92
SUPPLIES #32	01 1100 610 2 106 002	\$43.20
	01 1100 610 2 109 002	\$205.19
	01 1100 610 2 141 002	\$135.24
	01 1100 610 2 143 002	\$33.12
SUPPLIES #6	01 1100 610 1 104 010	\$199.38
	01 1100 610 1 124 010	\$126.73
	01 1100 610 1 125 010	\$188.75
	01 1100 610 1 126 010	\$303.25
	01 1100 610 1 127 010	\$26.75
	01 1100 610 1 128 010	\$300.00
	01 1100 610 1 317 004	\$62.47
	01 1200 610 1 153 010	\$399.45
	01 1200 610 1 155 010	\$294.02
TAPE RETURNED #9	01 2620 610 1 001 000	-\$46.54
	01 2620 610 2 001 000	-\$46.54
TELEPHONE	01 2510 382 1 001 000	\$150.16
	01 2510 382 1 001 003	\$99.54
	01 2510 382 1 001 004	\$99.54
	01 2510 382 1 001 005	\$112.03
	01 2510 382 1 001 008	\$99.98
	01 2510 382 1 001 009	\$106.01
	01 2510 382 1 001 010	\$99.98
	01 2510 382 1 001 012	\$95.99
	01 2510 382 1 001 014	\$200.34
	01 2510 382 1 001 021	\$99.54
01 2510 382 2 001 000	\$150.16	
01 2510 382 2 001 001	\$398.38	
01 2510 382 2 001 002	\$203.43	

514		WATER AND SEWER	01 2610 410 1 001 012	\$76.53
515		WHISTLES #17	01 1100 610 1 602 005	\$17.07
516	NPS SUBSIDIARY Total			\$18,159.39
517	NPS-EMPLOYEE BENEFIT FUND	2020 WC AUDIT	01 2510 271 1 001 000	\$10,903.00
518			01 2510 271 2 001 000	\$10,903.00
519	NPS-EMPLOYEE BENEFIT FUND Total			\$21,806.00
520	OHL, CASSIE	STAFF MILEAGE	01 2141 333 1 014 000	\$31.08
521			01 2142 333 1 014 000	\$31.08
522	OHL, CASSIE Total			\$62.16
523	OMAHA WORLD HERALD	CLASSIFIED ADS	01 2510 540 1 901 000	\$2,292.91
524			01 2510 540 2 901 000	\$2,292.91
525	OMAHA WORLD HERALD Total			\$4,585.82
526	ONE CALL CONCEPTS, INC	DIGGERS HOTLINE	01 2620 431 1 001 000	\$2.12
527			01 2620 431 2 001 000	\$2.11
528	ONE CALL CONCEPTS, INC Total			\$4.23
529	ORIENTAL TRADING COMPANY	CLASSROOM SUPPLIES	01 1100 610 1 612 005	\$64.95
530	ORIENTAL TRADING COMPANY Total			\$64.95
531	OVERHEAD DOOR COMPANY OF	BOTTOM FIXTURES	01 2620 610 1 001 000	\$23.00
532			01 2620 610 2 001 000	\$23.00
533	OVERHEAD DOOR COMPANY OF Total			\$46.00
534	PALLAS, MEGAN	STAFF MILEAGE	01 1200 333 1 004 000	\$27.44
535	PALLAS, MEGAN Total			\$27.44
536	PENA, MARISELA	PARENT MILEAGE	01 2712 332 1 004 000	\$77.95
537	PENA, MARISELA Total			\$77.95
538	PERRIGAN, WILLIAM	CLUB FACILITATOR	01 6968 340 1 001 014	\$400.00
539	PERRIGAN, WILLIAM Total			\$400.00
540	PFEIL, JEANNIE	ACTIVITY WORKER	01 2190 120 2 001 000	\$25.44
541	PFEIL, JEANNIE Total			\$25.44
542	PFEIL, JOHN	ACTIVITY WORKER	01 2190 120 2 001 000	\$25.44
543	PFEIL, JOHN Total			\$25.44
544	PRESENCE LEARNING	MARCH CONTRACTED SLP SLP	01 2151 320 1 004 000	\$5,405.60
545			01 2151 890 1 004 000	\$1,652.01
546	PRESENCE LEARNING Total			\$7,057.61
547	PRIME SANITATION SERVICE	MARCH21COMMERCIAL W/DUMPSTER	01 2610 420 1 001 000	\$1,950.00
548			01 2610 420 2 001 000	\$1,950.00
549	PRIME SANITATION SERVICE Total			\$3,900.00
550	PRIORITY COMMUNICATIONS &	PHONE FOR RM 102	01 2510 731 1 001 000	\$197.50
551			01 2510 731 2 001 000	\$197.50
552	PRIORITY COMMUNICATIONS & Total			\$395.00
553	QHA CLEANING, LLC	JANITORIAL SERVICES	01 2610 420 1 001 014	\$1,174.04

554	QHA CLEANING, LLC Total				\$1,174.04
555	QUILL CORPORATION	CENTRAL SUPPLY	01 1100 610 0 001 000		\$198.36
556		ENVELOPES	01 2410 610 2 209 001		\$23.98
557		ENVELOPES W/SCHOOL LOG	01 1100 610 1 104 010		\$29.88
558		GLOVES	01 1100 610 2 208 001		\$60.96
559	QUILL CORPORATION Total				\$313.18
560	RASMUSSEN MECHANICAL	COUNTER TOP REGISTERS	01 2620 431 2 001 001		\$31,075.00
561		HEAT PUMP UPGRADE	01 2620 431 1 001 003		\$8,603.00
562		HVAC RENOVATION	01 2620 431 2 001 001		\$96,202.50
563		MOTOR REPAIR	01 2620 431 2 001 001		\$1,635.09
564		NON-TECHNOLOGY RELATED REPAIR	01 2620 431 1 001 000		\$9,728.38
565			01 2620 431 2 001 000		\$9,728.37
566		REPAIR IN ROOMS 106 AND 108	01 2620 431 2 001 001		\$883.00
567	RASMUSSEN MECHANICAL Total				\$157,855.34
568	READING WAREHOUSE, THE	NOVELS	01 1100 610 1 403 014		\$216.85
569	READING WAREHOUSE, THE Total				\$216.85
570	REZA, SAMANTHA	PARENT MILEAGE	01 2712 332 1 004 000		\$31.36
571	REZA, SAMANTHA Total				\$31.36
572	RMS VISUAL DESIGNS, INC	MARCHING BAND SHOW SUPPLIES	01 1100 610 2 202 001		\$2,000.00
573	RMS VISUAL DESIGNS, INC Total				\$2,000.00
574	SADDLEBACK EDUCATIONAL INC	EDUCATIONAL MATERIALS	01 6926 610 1 004 000		\$449.04
575			01 6926 610 2 004 000		\$449.03
576	SADDLEBACK EDUCATIONAL INC Total				\$898.07
577	SAFESIDE SHREDDING	SHREDDING	01 2410 340 2 141 002		\$35.00
578	SAFESIDE SHREDDING Total				\$35.00
579	SAVVAS LEARNING COMPANY	BOOKS & PERIODICALS	01 1100 640 1 028 000		\$319.90
580	SAVVAS LEARNING COMPANY Total				\$319.90
581	SCHOENHERR, BETH	ELL TEACHER MILEAGE	01 1150 333 1 004 000		\$20.66
582	SCHOENHERR, BETH Total				\$20.66
583	SCHOLASTIC, INC.	BOOKS	01 3541 610 1 004 000		\$499.00
584	SCHOLASTIC, INC. Total				\$499.00
585	SCHOOL DATEBOOKS	DATEBOOKS	01 1100 610 1 101 010		\$371.43
586	SCHOOL DATEBOOKS Total				\$371.43
587	SCHOOL SPECIALTY, LLC	CENTRAL SUPPLY	01 1100 610 0 001 000		\$3,499.35
588	SCHOOL SPECIALTY, LLC Total				\$3,499.35
589	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 1 001 000		\$483.91
590	SCHUMACHER, EMILY Total				\$483.91
591	SERVICEMASTER OF NORFOLK	CUSTODIAL/CLEANING	01 2610 420 1 001 000		\$1,665.84
592			01 2610 420 1 001 004		\$1,770.60
593			01 2610 420 1 001 005		\$2,214.00

594			01 2610 420 1 001 008	\$2,799.60
595			01 2610 420 1 001 010	\$2,460.00
596			01 2610 420 1 001 012	\$2,320.00
597			01 2610 420 1 001 021	\$5,485.40
598			01 2610 420 2 001 000	\$1,665.83
599	SERVICEMASTER OF NORFOLK Total			\$20,381.27
600	SIEDSCHLAG, KENDAL	ACTIVITY WORKER	01 2190 120 2 001 000	\$76.31
601	SIEDSCHLAG, KENDAL Total			\$76.31
602	SIEFKER, KIM	CDL RENEWAL	01 2712 890 2 001 000	\$59.50
603	SIEFKER, KIM Total			\$59.50
604	SLUMBERLAND FURNITURE	REFRIGERATOR	01 2410 731 2 141 002	\$1,099.96
605	SLUMBERLAND FURNITURE Total			\$1,099.96
606	SMEKENS EDUCATION	12 MONTH WEBPD	01 6310 340 1 028 000	\$693.00
607	SMEKENS EDUCATION Total			\$693.00
608	SPAULDING, DANA	MEAL HASTINGS 4/8/21	01 2190 580 2 001 001	\$7.16
609	SPAULDING, DANA Total			\$7.16
610	STUDENT ASSURANCE	ACCIDENT INSURANCE FOR JH	01 1100 610 2 141 002	\$1,055.00
611	STUDENT ASSURANCE Total			\$1,055.00
612	SYMMETRY ENERGY SOLUTIONS,	NATURAL GAS	01 2610 621 1 001 000	\$2,342.74
613			01 2610 621 1 001 003	\$1,563.84
614			01 2610 621 1 001 004	\$2,576.37
615			01 2610 621 1 001 005	\$4,049.87
616			01 2610 621 1 001 008	\$5,854.32
617			01 2610 621 1 001 009	\$3,846.67
618			01 2610 621 1 001 010	\$3,658.57
619			01 2610 621 1 001 012	\$3,294.97
620			01 2610 621 1 001 014	\$7,102.33
621			01 2610 621 1 001 021	\$2,634.46
622			01 2610 621 2 001 000	\$2,342.73
623			01 2610 621 2 001 001	\$6,514.03
624			01 2610 621 2 001 002	\$15,901.56
625	SYMMETRY ENERGY SOLUTIONS, Total			\$61,682.46
626	SYNCB/AMAZON	CLASSROOM SUPPLIES	01 1200 610 1 823 009	\$191.36
627			01 1200 610 2 293 001	\$41.73
628		DISINFECTANT WIPES	01 1200 610 2 293 001	\$146.99
629		DISINFECTING WIPES	01 1100 610 1 802 009	\$27.36
630		GENERAL SUPPLIES	01 1100 610 1 810 009	\$196.01
631			01 1100 610 1 813 009	\$197.22
632			01 1100 610 1 821 009	\$43.74
633			01 1200 610 1 853 009	\$137.12

634		HEADSETS	01 6200 610 1 028 000	\$295.50
635		HEARING AID BATTERIES	01 2151 610 2 004 001	\$10.53
636			01 2151 610 2 004 002	\$10.54
637		HOMEDICS UV CLEAN SANITIZER	01 2151 610 1 004 014	\$36.68
638		PROJECTOR BULB	01 2410 610 2 209 001	\$38.88
639		REFUND FOR ITEM NOT RECEIVED	01 2410 610 2 209 001	-\$34.48
640		SUPPLIES	01 1100 610 1 824 009	\$187.37
641	SYNCB/AMAZON Total			\$1,526.55
642	TEACHER DIRECT	CLASSROOM SUPPLIES	01 1100 610 1 612 005	\$36.90
643	TEACHER DIRECT Total			\$36.90
644	TEACHER INNOVATIONS, INC	SUBSCRIPTION TO PLANBOOK	01 1100 643 1 302 004	\$204.00
645	TEACHER INNOVATIONS, INC Total			\$204.00
646	TEXTBOOK WAREHOUSE	SPANISH BOOKS	01 1100 610 2 210 001	\$215.55
647	TEXTBOOK WAREHOUSE Total			\$215.55
648	THYSSENKRUPP ELEVATOR	ELEVATOR MAINT CONTRACT	01 2620 431 1 001 000	\$101.15
649			01 2620 431 1 001 005	\$202.26
650			01 2620 431 1 001 014	\$202.26
651			01 2620 431 2 001 000	\$101.15
652			01 2620 431 2 001 001	\$202.26
653			01 2620 431 2 001 002	\$202.26
654	THYSSENKRUPP ELEVATOR Total			\$1,011.34
655	TIME MANAGEMENT SYSTEMS	ESS MOBILE SOFTWARE	01 2510 340 1 001 000	\$463.13
656			01 2510 340 2 001 000	\$463.12
657	TIME MANAGEMENT SYSTEMS Total			\$926.25
658	TRUCK CENTER COMPANIES	REPAIRS TO COACH BUS 503	01 2730 430 1 001 000	\$807.36
659			01 2730 430 2 001 000	\$807.35
660	TRUCK CENTER COMPANIES Total			\$1,614.71
661	U S POSTAL SERVICE	POSTAGE FOR METER	01 2510 531 1 001 000	\$500.00
662			01 2510 531 2 001 000	\$500.00
663	U S POSTAL SERVICE Total			\$1,000.00
664	UNIVERSITY OF NEBRASKA-	CATERPILLAR TO BUTTERFLY	01 1100 610 1 124 010	\$60.00
665			01 1100 610 1 201 003	\$45.00
666			01 1100 610 1 805 009	\$20.00
667		CHICKS	01 1100 610 1 125 010	\$75.00
668		EMBRYOLOGY	01 1100 610 1 806 009	\$25.00
669			01 1100 610 1 812 009	\$25.00
670	UNIVERSITY OF NEBRASKA- Total			\$250.00
671	VRBKA, PATRICK	ELL TEACHER MILEAGE	01 1150 333 1 004 000	\$6.27
672			01 1150 333 2 004 000	\$6.27
673	VRBKA, PATRICK Total			\$12.54

674	WESTERN ROOFING	REPAIR TO LEAKS IN ROOF	01 2620 431 2 001 001	\$510.64
675	WESTERN ROOFING Total			\$510.64
676	WILLIAM V. MACGILL	NURSE SUPPLIES	01 2130 610 2 228 001	\$84.99
677		NURSES SUPPLIES	01 2130 610 1 004 000	\$2,400.16
678	WILLIAM V. MACGILL Total			\$2,485.15
679	ZEMAN, NICOLE	PARENT MILEAGE	01 2712 332 1 004 000	\$35.84
680	ZEMAN, NICOLE Total			\$35.84
681	ZONE, THE	PAYROLL MARCH	01 6968 340 1 001 014	\$231.00
682			01 6968 340 2 001 002	\$522.38
683	ZONE, THE Total			\$753.38
684	Grand Total			\$813,998.66
685				
686				
687	<u>NUTRITION FUND</u>			
688	BERNSTRAUCH, SUE	B. BERNSTRAUCH LUNCH ACCT	02 3100 890 0 001 000	\$19.40
689	BERNSTRAUCH, SUE Total			\$19.40
690	GOODWIN TUCKER GROUP	SERVICE ON DISHWASHER	02 3100 340 1 001 012	\$565.70
691	GOODWIN TUCKER GROUP Total			\$565.70
692	HOBART SALES & SERVICE	CHANGED SOLENOID VALVE	02 3100 340 2 001 001	\$1,184.13
693	HOBART SALES & SERVICE Total			\$1,184.13
694	HOFMANN PLUMBING	WATER CONDITIONER	02 3100 731 1 001 009	\$13,410.00
695	HOFMANN PLUMBING Total			\$13,410.00
696	JAMES, JAMIE	E JAMES LUNCH ACCT REFUND	02 3100 890 0 001 000	\$23.80
697	JAMES, JAMIE Total			\$23.80
698	LUNCHTIME SOLUTIONS, INC.	APRIL MEALS	02 3100 340 1 001 000	\$134,512.32
699			02 3100 340 2 001 000	\$134,512.32
700		FRUIT/VEGGIE BAR	02 3100 340 0 001 000	\$1,801.95
701		SPOONS	02 3100 610 1 001 014	\$11.34
702		SPOONS AND FORKS	02 3100 610 2 001 001	\$116.40
703	LUNCHTIME SOLUTIONS, INC. Total			\$270,954.33
704	MAJOR REFRIGERATION	REMOVED OLD COOLER AT SH	02 3100 340 2 001 001	\$350.00
705	MAJOR REFRIGERATION Total			\$350.00
706	SNITCHLER, ERIC	G. SNITCHLER LUNCH ACCT	02 3100 810 0 001 000	\$125.80
707	SNITCHLER, ERIC Total			\$125.80
708	Grand Total			\$286,633.16
709				
710				
711	<u>COOPERATIVE FUND</u>			
712	ANDRESS, ABBEY	PRESENTER TEEN NIGHTS	04 1200 340 2 004 000	\$300.00
713	ANDRESS, ABBEY Total			\$300.00

714	DARNALL, LINSAY	ASL LANGUAGE PRESENTATION	04 1200 340 1 004 000	\$250.00
715			04 1200 340 2 004 000	\$250.00
716	DARNALL, LINSAY Total			\$500.00
717	DELL MARKETING L.P.	DELL LATITUDES AND DRIVES	04 1200 734 1 004 000	\$793.50
718			04 1200 734 2 004 000	\$793.50
719	DELL MARKETING L.P. Total			\$1,587.00
720	ESU #9	EIPA VIDEO CONFERENCES	04 1200 330 1 004 000	\$265.63
721			04 1200 330 2 004 000	\$265.62
722	ESU #9 Total			\$531.25
723	FOLAND, AMY	REIMB TRIP DEPOSIT	04 1200 810 2 004 000	\$100.00
724	FOLAND, AMY Total			\$100.00
725	GROETKEN, SHELLY	TEEN NIGHT INTERPRETER	04 1200 340 2 004 000	\$200.00
726	GROETKEN, SHELLY Total			\$200.00
727	KLEIN, CARRE	STAFF TRAVEL/MILEAGE	04 1200 580 1 004 000	\$683.48
728			04 1200 580 2 004 000	\$683.48
729	KLEIN, CARRE Total			\$1,366.96
730	LINCOLN PUBLIC SCHOOLS	REIMB ART FX SHIRTS	04 1200 610 1 004 000	\$366.00
731			04 1200 610 2 004 000	\$366.00
732	LINCOLN PUBLIC SCHOOLS Total			\$732.00
733	MIDWEST SPECIAL	DIAGNOSTIC UNIT AND	04 1200 734 1 004 000	\$3,209.62
734			04 1200 734 2 004 000	\$3,209.62
735	MIDWEST SPECIAL Total			\$6,419.24
736	NPS GENERAL FUND	INTERPRETER SUB/SIGN CLASSES K	04 1200 340 1 004 000	\$847.68
737			04 1200 340 2 004 000	\$847.67
738		POSTAGE FOR INVOICES TO	04 1200 531 1 004 000	\$3.57
739			04 1200 531 2 004 000	\$3.57
740	NPS GENERAL FUND Total			\$1,702.49
741	NPS SUBSIDIARY	AMAZON SUPPLES #35	04 1200 610 1 004 000	\$380.73
742			04 1200 610 2 004 000	\$380.73
743		ASSEMSSMENTS/TEACHING SUPPLIES	04 1200 610 1 004 000	\$384.05
744			04 1200 610 2 004 000	\$384.04
745		HOTEL/BATTLE OF BOOKS #35	04 1200 580 1 004 000	\$104.45
746		PRESCHOOL LANGUAGE PACK #35	04 1200 610 1 004 000	\$62.00
747		PUZZLE, READING CHART #35	04 1200 610 1 004 000	\$66.20
748		PUZZLES #35	04 1200 610 1 004 000	\$147.13
749		STORAGE BINS #35	04 1200 610 1 004 000	\$23.04
750			04 1200 610 2 004 000	\$23.04
751		TEACHER SUPPLIES #35	04 1200 610 1 004 000	\$85.53
752			04 1200 610 2 004 000	\$85.53
753		WEBSITE SUBSCRIPTION #35	04 1200 643 1 004 000	\$117.00

754			04 1200 643 2 004 000	\$117.00
755	NPS SUBSIDIARY Total			\$2,360.47
756	SINKLER, SHARON	CCDHH INTERPRETER	04 1200 340 2 004 000	\$150.00
757	SINKLER, SHARON Total			\$150.00
758	SWANSON, TRACY	TEEN NIGHT INTERPRETER	04 1200 340 2 004 000	\$120.00
759	SWANSON, TRACY Total			\$120.00
760	Grand Total			\$16,069.41
761				
762				
763	DEPRECIATION FUND			
764	RASMUSSEN MECHANICAL	BEL AIR ROOF TOP UNIT	06 2900 340 1 001 010	\$49,637.00
765		HVAC RENOVATION	06 2900 340 2 001 001	\$15,392.50
766	RASMUSSEN MECHANICAL Total			\$65,029.50
767	Grand Total			\$65,029.50
768				
769				
770	QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND			
771	A & D TECHNICAL SUPPLY	GRANT ELEMENTARY RENOVATION	09 4500 340 1 001 003	\$1,741.69
772		LINCOLN ELEMENTARY RENOVATION	09 4500 340 1 001 005	\$2,093.67
773	A & D TECHNICAL SUPPLY Total			\$3,835.36
774	BOK FINANCIAL	2020 SERIES AGENT FEE	09 5000 830 0 001 000	\$200.00
775		2020 SERIES INTEREST ON LONG	09 5000 832 0 001 000	\$76,700.00
776	BOK FINANCIAL Total			\$76,900.00
777	CANNON MOSS BRYGGER	ADDITION/RENOVATION ARCHITECTS	09 4500 340 1 001 003	\$57,412.55
778			09 4500 340 1 001 005	\$46,087.82
779	CANNON MOSS BRYGGER Total			\$103,500.37
780	JEO CONSULTING GROUP, INC	2020 PARKING LOT IMPROVEMENTS	09 4500 340 1 001 000	\$213.90
781			09 4500 340 2 001 000	\$213.90
782	JEO CONSULTING GROUP, INC Total			\$427.80
783	RASMUSSEN MECHANICAL	JEFFERSON CONTROLS	09 4500 731 1 001 004	\$39,125.00
784		JEFFERSON HVAC RENOVATION	09 4500 340 1 001 004	\$30,776.11
785		JH CONTROLS	09 4500 731 2 001 002	\$26,835.00
786		JH HVAC RENOVATION	09 4500 340 2 001 002	\$37,103.41
787		SH ART ROOM ROOF TOP	09 4500 340 2 001 001	\$18,736.95
788	RASMUSSEN MECHANICAL Total			\$152,576.47
789	STROBEL ENERGY GROUP	CHILLER AT SENIOR HIGH	09 4500 340 2 001 001	\$71,265.83
790	STROBEL ENERGY GROUP Total			\$71,265.83
791	Grand Total			\$408,505.83
792				
793				

794 **EMPLOYEE BENEFIT FUND**

795	DAKOTA TRUCK UNDERWRITERS	2020 WC AUDIT	11 2900 340 1 001 000	\$10,903.00
796			11 2900 340 2 001 000	\$10,903.00
797	DAKOTA TRUCK UNDERWRITERS Total			\$21,806.00
798	Grand Total			\$21,806.00

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800

801 **BOND FUND**

802	BOK FINANCIAL	2013 SERIES AGENT FEE	12 5000 830 0 001 000	\$200.00
803		2013 SERIES INTEREST ON LONG	12 5000 832 0 001 000	\$39,341.25
804	BOK FINANCIAL Total			\$39,541.25
805	Grand Total			\$39,541.25

806

807

808 **STUDENT FEE FUND**

809	AGUILAR, ROSA	K. SERRANO AGUILAR SUMMER	17 1743 0976	\$20.00
810	AGUILAR, ROSA Total			\$20.00
811	ALDER, AUDREY	T. ALDER SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
812	ALDER, AUDREY Total			\$20.00
813	ALVAREZ, ALEJANDRA	D ALVAREZ SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
814	ALVAREZ, ALEJANDRA Total			\$40.00
815	AMEZCUA, ALECIA	A AMEZUA SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
816	AMEZCUA, ALECIA Total			\$20.00
817	ANDERSON, WENDY	K. WOODARD SUMMER SCHOOL	17 1743 0976	\$20.00
818	ANDERSON, WENDY Total			\$20.00
819	AYALA DUARTE, MARICELA	P STEEL AYALA SUMMER SCHOOL	17 1743 0976	\$20.00
820	AYALA DUARTE, MARICELA Total			\$20.00
821	BARRITT, SAMANTHA	A BARRITT SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
822	BARRITT, SAMANTHA Total			\$20.00
823	BENITEZ, MARIA	S BENITEZ SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
824	BENITEZ, MARIA Total			\$20.00
825	BLOOM, JENNIFER	T BLOOM SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
826	BLOOM, JENNIFER Total			\$40.00
827	BORGMAN, ANDREA	A BORGMAN SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
828	BORGMAN, ANDREA Total			\$20.00
829	BOURN, VALERIE	K BOURN SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
830	BOURN, VALERIE Total			\$20.00
831	BOWERS, BOBBI	H BOWERS SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
832	BOWERS, BOBBI Total			\$20.00
833	BRINK, BLAIR	P BRINK SUMMER SCHOOL REFUND	17 1743 0976	\$40.00

834	BRINK, BLAIR Total			\$40.00
835	BUFFINGTON, DENA	D. BUFFINGTON SUMMER SCHOOL	17 1743 0976	\$20.00
836	BUFFINGTON, DENA Total			\$20.00
837	CARRIKER, TONYA	K CARRIKER SUMMER SCHOOL	17 1743 0976	\$40.00
838	CARRIKER, TONYA Total			\$40.00
839	CARTER, MEAGAN	C OBERHAUSER SUMMER SCHOOL	17 1743 0976	\$60.00
840	CARTER, MEAGAN Total			\$60.00
841	CHILDRESS, NINA	T. CHILDRESS TECH FEE REFUND	17 2190 610 2 672 001	\$35.00
842	CHILDRESS, NINA Total			\$35.00
843	CHRISTIAN, KRISTA	C. CHRISTIA SUMMER SCHOOL	17 1743 0976	\$20.00
844	CHRISTIAN, KRISTA Total			\$20.00
845	CHRISTIENSEN, TERESA	K. BAKER SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
846	CHRISTIENSEN, TERESA Total			\$20.00
847	CIPRA, CATHY	S CIPRA SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
848	CIPRA, CATHY Total			\$20.00
849	CLARK, CANDICE	A. CLARK SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
850	CLARK, CANDICE Total			\$20.00
851	CLEVELAND, RENEE	T CLEVELAND SUMMER SCHOOL	17 1743 0976	\$40.00
852	CLEVELAND, RENEE Total			\$40.00
853	CLOSSON, LISA	K CLOSSON SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
854	CLOSSON, LISA Total			\$20.00
855	DISCH, LISA	A DISCH SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
856	DISCH, LISA Total			\$40.00
857	EASLAND, CHARLOTTE	S EASLAND SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
858	EASLAND, CHARLOTTE Total			\$20.00
859	EVERT, MEREDITH	A EVERT SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
860	EVERT, MEREDITH Total			\$40.00
861	FUCHS, ANGELA	T FUCHS SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
862	FUCHS, ANGELA Total			\$20.00
863	GARCIA, ROSA	J. JAQUEZ SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
864	GARCIA, ROSA Total			\$20.00
865	GUBBELS, LISA	A GUBBLES SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
866	GUBBELS, LISA Total			\$40.00
867	HALL, SUZY	M HALL SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
868	HALL, SUZY Total			\$40.00
869	HANSEN, MELISSA	O. HANSEN SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
870	HANSEN, MELISSA Total			\$40.00
871	HENDERSON, TINA	M HENDERSON SUMMER SCHOOL	17 1743 0976	\$20.00
872	HENDERSON, TINA Total			\$20.00
873	HERNANDEZ, ORALIA	L HERNANDEZ SUMMER SCHOOL	17 1743 0976	\$20.00

874	HERNANDEZ, ORALIA Total			\$20.00
875	HILDEBRAND, JILL	C. HILDEBRAND SUMMER SCHOOL	17 1743 0976	\$20.00
876	HILDEBRAND, JILL Total			\$20.00
877	HOFF, STEPHANIE	E. HOFF SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
878	HOFF, STEPHANIE Total			\$40.00
879	INDRA, MICHELLE	K INDRA SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
880		S INDRA SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
881	INDRA, MICHELLE Total			\$60.00
882	JOHNSON, DONNA	L JOHNSON SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
883	JOHNSON, DONNA Total			\$40.00
884	KELLER, CHERYL	J. KELLER SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
885	KELLER, CHERYL Total			\$20.00
886	KLEIN, ANGELA	C KLEIN SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
887	KLEIN, ANGELA Total			\$20.00
888	KLEINSCHMIT, KIM	J KLEINSCHMIT SUMMER SCHOOL	17 1743 0976	\$40.00
889	KLEINSCHMIT, KIM Total			\$40.00
890	KOEHLER, LESLIE	R. BROWN SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
891	KOEHLER, LESLIE Total			\$40.00
892	KOLLARS, RHEA	A DUNBAR SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
893	KOLLARS, RHEA Total			\$20.00
894	KOLLMAR, CORINA	K KOLLMAR SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
895	KOLLMAR, CORINA Total			\$20.00
896	KOLM, METKA	K. KOLM SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
897	KOLM, METKA Total			\$40.00
898	KOLTERMAN, DORI	S. GUZMAN SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
899	KOLTERMAN, DORI Total			\$40.00
900	KRUSE, DAWN	A KRUSE SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
901		ASH. KRUSE SUMMER SCHOOL	17 1743 0976	\$20.00
902	KRUSE, DAWN Total			\$60.00
903	LANMAN, ASHLEY	A LANMAN SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
904	LANMAN, ASHLEY Total			\$40.00
905	MCDONALD, ALLISON	N MCDONALD SUMMER SCHOOL	17 1743 0976	\$20.00
906	MCDONALD, ALLISON Total			\$20.00
907	MCDONALD, TRACY	K MCDONALD SUMMER SCHOOL	17 1743 0976	\$20.00
908	MCDONALD, TRACY Total			\$20.00
909	MEAD, NICOLE	M. MEAD SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
910	MEAD, NICOLE Total			\$20.00
911	MERRITT, HEIDI	M MERRITT SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
912	MERRITT, HEIDI Total			\$20.00
913	MILLIKAN, JULIE	A MILLIKAN SUMMER SCHOOL	17 1743 0976	\$20.00

914	MILLIKAN, JULIE Total			\$20.00
915	MUMINOVIC, SANJA	N. MUMINOVIC SUMMER SCHOOL	17 2190 610 0 976 000	\$20.00
916	MUMINOVIC, SANJA Total			\$20.00
917	NARANJO, XANAT	I FERGUSON NARANJO SUMMER	17 1743 0976	\$20.00
918	NARANJO, XANAT Total			\$20.00
919	NAVA CARBAJAL, MARIA	J SANCHEZ NAVA SUMMER SCHOOL	17 1743 0976	\$40.00
920	NAVA CARBAJAL, MARIA Total			\$40.00
921	NEEMEYER, KRISTI	I. NEEMEYER SUMMER SCHOOL	17 1743 0976	\$40.00
922	NEEMEYER, KRISTI Total			\$40.00
923	OLBERDING, LEAH	E OLBERDING SUMMER SCHOOL	17 1743 0976	\$20.00
924	OLBERDING, LEAH Total			\$20.00
925	OLSON, TERESA	S OLSON SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
926	OLSON, TERESA Total			\$40.00
927	OSWALD, TONYA	C BREDEHOFT SUMMER SCHOOL	17 1743 0976	\$40.00
928	OSWALD, TONYA Total			\$40.00
929	PENA, CORLISS	P PENA SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
930	PENA, CORLISS Total			\$20.00
931	PEREZ, ELIZABET	L ROLDAN SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
932	PEREZ, ELIZABET Total			\$20.00
933	PETERS, MANDI	J PETERS SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
934	PETERS, MANDI Total			\$40.00
935	PETTY, COLLEEN	K. PETTY SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
936	PETTY, COLLEEN Total			\$20.00
937	RAJAE, FELICIA	A RAJAE SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
938	RAJAE, FELICIA Total			\$40.00
939	RAMOS, SONIA	A ESPARZA SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
940	RAMOS, SONIA Total			\$40.00
941	REUSS, ROBERT	J. REUSS SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
942	REUSS, ROBERT Total			\$20.00
943	ROBINSON, JENNIFER	K ROBINSON SUMMER SCHOOL	17 1743 0976	\$20.00
944	ROBINSON, JENNIFER Total			\$20.00
945	RUIZ GUTIERREZ, MARIA	F. TENORIO RUIZ SUMMER SCHOOL	17 1743 0976	\$20.00
946	RUIZ GUTIERREZ, MARIA Total			\$20.00
947	SAZAMA, OPHELIA	J. ZARATE SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
948	SAZAMA, OPHELIA Total			\$20.00
949	SHANNON, REBECCA	N BOHATY SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
950	SHANNON, REBECCA Total			\$40.00
951	SPARKS, BRENDA	D WIEDENFELD SUMMER SCHOOL	17 1743 0976	\$20.00
952	SPARKS, BRENDA Total			\$20.00
953	TERNUS, NICOLE	P. TERNUS SUMMER SCHOOL REFUND	17 1743 0976	\$40.00

954	TERNUS, NICOLE Total			\$40.00
955	THELEN, SHAROLYN	A. THELEN SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
956	THELEN, SHAROLYN Total			\$20.00
957	TSO, KIMBERLY	TORRANCE SUMMER SCHOOL FEE	17 1743 0976	\$20.00
958	TSO, KIMBERLY Total			\$20.00
959	UECKER, AIMEE	A. UECKER SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
960	UECKER, AIMEE Total			\$20.00
961	UECKER, AMY	L UECKER SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
962	UECKER, AMY Total			\$40.00
963	VILLALPANDO, TINA	A VILLALPANDO SUMMER SCHOOL	17 1743 0976	\$40.00
964	VILLALPANDO, TINA Total			\$40.00
965	VITALES, ROXANNA	T. VITALES KADLEC SUMMER	17 1743 0976	\$40.00
966	VITALES, ROXANNA Total			\$40.00
967	VRBKA, ANDREA	A VRBKA SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
968	VRBKA, ANDREA Total			\$40.00
969	VRBSKY, JILLIAN	R VRBSKY SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
970	VRBSKY, JILLIAN Total			\$40.00
971	WEBB, DEBBIE	E WEBB SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
972	WEBB, DEBBIE Total			\$40.00
973	WERNER, DUSTYN	K WERNER SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
974		M WERNER SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
975	WERNER, DUSTYN Total			\$60.00
976	WICKER, KERRY LEA	E WICKER SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
977	WICKER, KERRY LEA Total			\$40.00
978	WIESE, NICOLE	N. WIESE SUMMER SCHOOL REFUND	17 1743 0976	\$40.00
979	WIESE, NICOLE Total			\$40.00
980	ZEPEDA, VERONICA	M ZEPEDA SUMMER SCHOOL REFUND	17 1743 0976	\$20.00
981	ZEPEDA, VERONICA Total			\$20.00
982	Grand Total			\$2,555.00

Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and I am abstaining from voting on claim #171 and #348 for the month of May in the consent agenda for this meeting.

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

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

Date: _____

Board Member

StudentsStudent Fees Policy

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

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

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

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

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in

the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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

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

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

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

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

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

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

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

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

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

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

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

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

National Trip Policy

Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota).

Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in

nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip.

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

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
 Neb. Constitution, Article VII, section 1.
 Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
 Neb. Rev. Stat. §79-2104 (student files or records)
 Neb. Rev. Stat. §79-715 (eye-protective devices)
 Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
 Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
 Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 9, 2015
 Date of Reaffirmation: September 14, 2015
 Date of Revision: March 14, 2016
 Date of Revision: April 11, 2016
 Date of Revision: April 10, 2017
 Date of Reaffirmation: June 8, 2020

**Appendix "1" to 2021-2022 Student Fees Policy of
Norfolk Public Schools**

Additional Specification of Required Materials and Fees¹

Activity	Elementary (K-4)	Middle School (Gr. 5-6)	Junior High (Gr. 7-8)	Senior High (Gr. 9-12)
21 st Century After School Participation Fee (AfterShock)		2 days- \$25.00/quarter	2 days- \$25.00/quarter	
21 st Century After School Participation Fee (AfterShock)		3 or more days- \$50.00/quarter	3 or more days- \$50.00/quarter	
Participation Fee w/ Activity Card (All NSAA Activities)			\$50.00/year	\$50.00/year
Band (Methods Books for Lesson)		\$10-\$13.00/year		
Band Instrument Rental (school owned)		\$25.00/semester	\$30.00/semester	\$38.00/semester
Band Black Dress Pants			\$20.00/year	
Band Shoes				\$37.00/year
Band Uniform Cleaning				\$15.00/year
Baseball Hats				\$25.00/year
Cheerleading Uniform: (Shell, Skirt, Pom's Shoes)				\$125.00/year
Choir Robe Cleaning				\$15.00/year
Show Choir Performance Outfit				\$100 to \$250.00/year
Flags/Color Guard				Up to \$300.00/year
Golf Shirt				\$30.00/year
Graduation Cap & Gown				\$50.00
Orchestra (Lesson/Method Book)	\$12.00/year	\$12.00/year	\$12.00/year	
Orchestra Instrument Rental (school owned)	\$25.00/semester	\$25.00/semester	\$25.00/semester	\$25.00/semester
Orchestra (Violin/Viola) Shoulder Rests			\$25.00/year	\$25.00/year
Pink Panthers Uniform: (Shell, skirt, Pom's, shoes)				Up to \$125.00/year Uniform
Soccer Shin Guards & Socks				\$30.00/year
Summer School	\$20.00 per session	\$20.00 per session	\$20.00 per session	\$20.00 per session
Swimming				\$10.00 Cap + \$100.00 Swimsuit
Technology Fee			\$35.00/year	\$35.00/year
Tennis (Boys)				\$40.00 top and bottom
Tennis (Girls)				\$70.00 top and bottom
Volleyball			\$20.00 Black Spandex	\$25.00 (Knee Pads & Shorts)/year

¹ This listing is a part of the 2021-2022 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

The starting wages for all new classified employees (2021/2022)									
	HS Diploma GED & SUBS	30 College Hours	AA/60 College Hours	90 College Hours	BA or 120 Hours				
Para 1	\$12.46	\$12.68	\$12.89	\$13.11	\$13.33				
Para 2	\$12.69	\$12.90	\$13.13	\$13.35	\$13.58				
Para 3	\$12.86	\$13.09	\$13.32	\$13.54	\$13.76				
Para 4	\$13.49	\$13.73	\$13.97	\$14.21	\$14.43				
Secretary 1	\$12.43	\$12.65	\$12.86	\$13.07	\$13.30				
Secretary 2	\$13.82	\$14.06	\$14.31	\$14.55	\$14.80				
Secretary 3	\$15.89	\$16.17	\$16.45	\$16.73	\$17.01				
Custodial/Maintenance 1	\$15.30	\$15.57	\$15.84	\$16.11	\$16.38				
Custodial/Maintenance 2	\$17.95	\$18.26	\$18.58	\$18.89	\$19.21				
Title IX (Native American Liaison)	\$15.76	\$16.04	\$16.31	\$16.59	\$16.86				
Migrant Recruiter	\$15.12	\$15.39	\$15.64	\$15.91	\$16.17				
ELL Translator	\$16.94	\$17.24	\$17.53	\$17.83	\$18.13				
Occupational/Physical Therapy Assistant	\$14.10	\$14.35	\$14.60	\$14.85	\$15.09				
Accompanist	\$18.39	\$18.72	\$19.04	\$19.36	\$19.69				
Deaf Interpreter	\$18.55	\$18.87	\$19.20	\$19.52	\$19.85				
Seasonal Help	\$13.48								
Security	\$14.15								
Bus Driver	\$19.26								
Bilingual / Program Specialist					\$0.33				
Night Duty					\$0.44				
Supervising More Than 1 Custodian					\$0.64				
Charge of Building					\$0.50				
Supervising Night Custodial Staff					\$0.64				
Bus Driving with CDL / Para 4 positions are not eligible					\$0.64				
Bus Driving / Para 4 positions are not eligible					\$0.44				
Para 4 with CDL					\$0.20				
	****Eligible only for one incentive pay rate****								
Exceptions from this schedule will need to be approved by the Business Office									
Categories									
Custodial/Maintenance 1	Building Custodial, General Maintenance								
Custodial/Maintenance 2	Carpenter, Electrician, Plumber, Mechanic, SH,JH,MS Head, Custodial Manager								
Para 1	Classroom								
Para 2	Sped, ELL, Alternative Educ., Library/Media, Hearing Impaired								
Para 3	Audio-Visual Tech., Technology Assistant, Health Tech								
Para 4	Sped high need and ED programs which includes Sped driving								
Secretary 1	General office assignment								
Secretary 2	CO, SH, JH, MS, Elem								
Secretary 3	SH Principal, CO Admin assistants, Payroll, Accts. Payable, District Subsidiary								
All New hires that are full-time will be offered single health and dental coverage paid 100% by the district									



2021-2022
CERTIFIED EMPLOYEE
HANDBOOK
Updated: July 2020

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

Notice of Nondiscrimination

Norfolk Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Erik Wilson, Director of Student Services, 512 Philip Ave., Norfolk, NE 68701 (402)644-2500 (erikwilson@npsne.org).

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

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

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Norfolk Public Schools
2021-2022
Certified Staff Handbook
FOREWORD

Section 1 Intent of Handbook

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

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

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

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

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

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

This handbook will be in effect for the 2021-2022 school year and subsequent school years unless replaced by a later edition.

Section 2 Information about Norfolk Public Schools

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

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

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

Section 3 School Vision and Mission Statement

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

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

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

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

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

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

Section 4 Members of the Board of Education

Name	Contact Information
Brenda Carhart	brendacarhart@npsne.org
Jake Claussen	jakeclaussen@npsne.org
Tammy Day (Vice President)	tammyday@npsne.org
Jenna Hatfield-Waite	jennahatfield@npsne.org
Bruce Mitchell	bruceMitchell@npsne.org
Sandy Wolfe (President)	sandywolfe@npsne.org

Section 5 Administrative Staff

Name	Position
Dr. Jami Jo Thompson	Superintendent of Schools
Dr. William Robinson	Associate Superintendent of Business Services
Angela Baumann	Director of Human Resources & School Accreditation
Beth Nelson	Director of Teaching and Learning
Mary Luhr	Director of Student Programs
Erik Wilson	Director of Student Services and School Safety
Derek Ippensen	Principal: Norfolk Senior High School/Alternatives for Success
Ben Ries	Assistant Principal / Activities Director: Norfolk Senior High School
Jason Settles	Assistant Principal: Norfolk Senior High School
John Erwin	Assistant Principal: Norfolk Senior High School
David Nelson	Dean of Students: Norfolk Senior High School
Jennifer Robinson	Principal: Norfolk Junior High School
Beau Viegutz	Assistant Principal, Norfolk Junior High School
Tyler Beranek	Dean of Students / Assistant Activities Director: Norfolk Junior High School
Chuck Hughes	Principal: Norfolk Middle School
Amy Brown	Assistant Principal: Norfolk Middle School
Trisha Andreasen	Principal: Bel Air Elementary School
Troy Berryman	Principal: Grant Elementary School
Haeven Pedersen	Principal: Jefferson Elementary School
Angie Hausmann	Principal: Lincoln Montessori Elementary School
Melissa Jantz	Principal: Little Panthers Preschool
Ryan Specht	Principal: Washington Elementary
Tracy Lichty	Principal: Westside Elementary
Bruce Strong	Principal: Woodland Park Elementary

Section 6 Grant Coordinators/Facilitators

Name	Building	Position
Austin Casselberry	Norfolk Middle School	Aftershock Coordinator
Heather Hirsch	Little Panthers Preschool	Sixpence Family Facilitator
Jeff Hoffman	Norfolk High School	Career Academy Coordinator
Kerstin Ditter	Little Panthers Preschool	Sixpence Family Facilitator

Section 7 Norfolk Public Schools Foundation

Callan Collins	Executive Director
Bobbi Theisen	President
Jake Claussen	Vice President
Mary Hoiem	Assistant to the Foundation and Superintendent
Brenda Carhart	Treasurer, Board of Education Representative
April Pearson	Secretary
Dr. Jami Jo Thompson	Superintendent of Schools
Jason Busch	Board Member
Ann Feidler-Klein	Board Member
Jenna Hatfield - Waite	Board Member
Sandy Heimes	Board Member
Metka Kolm	Board Member
Dave Merritt	Board Member
Stephen Morton	Board Member
Don Polodna	Board Member
Lindsay Shellpeper - Simpson	Board Member
Nate Stratton	Board Member
Leann Widhalm	Board Member

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

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

- The 2021-2022 School Calendar is attached as Appendix A.

Section 2 Daily Schedules

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

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

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

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

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

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

Section 3 Severe Weather and School Cancellations

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

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

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

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

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

Section 4 Employment and Contract Days

Policy 4110

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

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

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

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

Release from Contract

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

Section 5 Make-Up Days

Policy 4005

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

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

Section 6 Address Change

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

Article 2: Community Relations

Section 1 Visiting Schools

Policy 1010

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

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

Section 2 Advertising and Promotion

Policy 1060

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

Section 3 Community Use of School Facilities

Policy 1100

School facilities are primarily intended for the district's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the district and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and

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

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

Section 10 Weapon-Free Workplace

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

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

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

Section 11 Parental Involvement

General - Parental/Community Involvement in Schools

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

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

Section 12 Title I Parental Involvement

Policy 6410

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

fully participating in the education of their children. Employees are expected to comply with the Title I Parental and Family Engagement policy.

Article 3: Administration

Section 1 Superintendent of Schools Policy 2100

The Superintendent of Schools is the chief executive officer of the Norfolk Public Schools and shall have broad supervision of the school structure. The Superintendent also exercises those functions which are directed by statutes and those which are distinctively selected in the policies and regulations of the Norfolk Public Schools.

Section 2 Principalship Policy 2200

The principal is immediately accountable to the Superintendent for all functions of the supervision of the principal's designated school/schools, and for any universal school duty as assigned by the Superintendent. The principal, however, is the direct supervisor of the assigned school's professional and support staff members.

Section 3 Associate Superintendent Policy 2221

The director and/or Associate Superintendent shall provisionally presume the functions and responsibilities of the Superintendent in the occurrence that the Superintendent is unavailable.

Section 4 Line of Authority Policy 2400

All employees of the school district shall be under the universal guidance of the Superintendent, but shall be under the direct supervision of the building principal or designated supervisor.

Section 5 Administrative Actions in Emergencies Policy 2410

In the occurrence of a crisis or emergency, our first priority is protecting the wellbeing and safekeeping of students and staff. The Superintendent of Schools is in charge of governing and monitoring any emergency incident with the exclusion if the circumstance is limited to a specific building. In this situation, the building principal will take the lead with the Superintendent of Schools directing on crucial judgments.

Section 6 Administrative Action in Absence of Policy Policy 2440

In the instance a challenging judgment is not supported by an existing law, policy, or by regulations, the Superintendent or the Superintendent's designee is authorized to determine the resolution deemed best. Decisions made in the deficiency of a needed policy shall be conveyed to the board and the Superintendent shall propose a policy to deal with comparable issues.

Section 7 Confidentiality of Protected Health Information

It is the policy of the district to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The district designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

know exactly what we have in each building, department, and room so that we will know at all times whether we are adequately equipped; but also for insurance purposes. If we were to have a loss through fire, tornado, or some other catastrophe, we would need to prove what we have in the building. It is necessary, therefore, that each building principal make certain that the inventory sheets are up-to-date. If at all possible, staff should specify the type of furniture. For example, it would be helpful to know that desks in a certain room are American Seating, Heywood-Wakefield, Artcobell, or another make.

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

Section 7 Monies in School Buildings

Policy 3200

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

Section 8 Video Surveillance

Policy 3231

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

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

Section 9 Risk Management and Safety Committee

Policy 3240

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

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

Safety Practices

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

- A. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and, locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- B. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).

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

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

Accidents

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

Workers Compensation

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

Section 10 Trespassers

Policy 3250

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

Section 11 Safe Driving Record Standards for Drivers

Policy 3410

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

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

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

volunteers that will be supervising students on school sponsored activities must also pass a district approved background check.

Section 12 Transportation

Policy 3520

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

Section 13 Rebates to School Personnel

Policy 3550

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

Section 14 Asbestos

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

Section 15 Security of Desks and Lockers

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

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

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

Section 16 Care of School Property

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

Section 17 Use of Phones

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

Section 18 Funds

Receipts

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

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

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

Article 5: Personnel

Section 1 Recruitment and Selection

Policy 4001

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

Section 2 Equal Opportunity Employment

Policy 4002

It is the charge of Norfolk Public Schools to employ the best skilled candidate for each vacancy without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no prejudice by school personnel against any employee because of membership in an employee organization or because of protected free speech activities.

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

Policy 4003

Purpose: Norfolk Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Norfolk Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on 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 is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to 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 category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, 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 is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent (or his or her designee) will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Notice of Nondiscrimination

The Norfolk Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

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

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

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

Designation of Coordinators

Policy 4003

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

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

Grievance Procedure for Persons with a Disability

Policy 1240

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

- A. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the complainant’s disability prevents such, in which event the complaint can be made verbally.
- B. Complaints shall set forth: (a) the name of the complainant, (b) the address and telephone number or other such information sufficient to enable the coordinator to contact the complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the complainant.
- C. Complaints shall be investigated by the coordinator or the coordinator’s designee. Investigations shall be thorough, but informal, and the complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- D. The coordinator shall make a decision on the complaint within thirty (30) days of the filing of the complaint, unless such time period is extended by agreement with the complainant or a longer period is reasonably

necessitated by the circumstances. The decision shall be made in writing, shall set forth the coordinator’s proposed resolution of the complaint, and shall be forwarded to the complainant.

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

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

Policy 4004

Hours of Work & Meetings

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

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

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

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

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

Arrival to Duty Assignments

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

Section 5 Absence of Employees

Policy 4005

Absent - Need For Substitute

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

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

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

Section 6 Absence from Building

Policy 4006

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

Section 7 Returning from Absences

- A. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

- B. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position by written notification from the employee's physician to their supervisor and, if needed, request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The district will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 8 Family and Medical Leave Act
Employee Rights and Responsibilities under the Family and Medical Leave Act

Policy 4007

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- A. For incapacity due to pregnancy, prenatal medical care or child birth;
- B. To care for your child after birth, or placement for adoption or foster care;
- C. To care for an immediate family member who has a serious health condition (an immediate family member is defined as: husband, wife, child, mother, father, sister, brother, mother/father-in-law, brother/sister-in-law, grandparents, grandchild, aunt, uncle, niece, nephew, and daughter/son-in-law); or
- D. For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying criteria. Qualifying criteria may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, a teacher's health coverage under a "group health plan" will be maintained on the same terms as if the teacher had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

A teacher's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. A teacher is eligible if he or she has been employed with Norfolk Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Norfolk Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents a teacher from performing the functions of his or her job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. A teacher does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The teacher must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. The teacher may choose or Norfolk Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the teacher must comply with the district's normal paid leave policies.

Employee Responsibilities. The teacher must provide sufficient information for the district to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the teacher is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The teacher also must inform the district if the requested leave is for a reason for which FMLA leave was previously taken or certified. The teacher also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The district will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the district will provide a reason for the ineligibility.

The district will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the district determines that the leave is not FMLA-protected, the district will notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- A. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- B. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To obtain a form and submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact the Payroll office at (402) 644-2500.

*Legal Reference: Neb. Rev. Stat. §§ 55-160 to 55-166
Neb. Rev. Stat. §§ 55-501 to 55-507
29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA)
38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)*

Section 9 Adoption Leave

Policy 4008

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as a teacher is permitted to take a leave of absence upon the birth of the teacher's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the teacher for purposes of adoption. The teacher shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent or their designee as early as possible.

Legal Reference: § 48-234

Section 10 Drug and Substance Use and Abuse

Policy 4009

Drug-Free Workplace

The district has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the district's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the district's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the district's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage. Teachers will be responsible for the costs incurred to replace keys. Teachers leaving the district are expected to turn in all keys upon their last day of employment.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 18

~~American Civics~~

Policy 8153

~~LB 399 is applicable to all schools in Nebraska, public and private, beginning with the 2019-20 school year. Excerpts from the policy are listed below. For more specific information on this policy, please refer to the district website under the Board of Education "Policies" tab.~~

~~Curriculum~~

- ~~• LB 399 requires that all social studies courses approved for grade levels as noted below must include and adequately stress contributions of all ethnic groups:~~
- ~~• to the development and growth of America into a great nation;~~
- ~~• to art, music, education, medicine, literature, science, politics, and government, and~~
- ~~• to the war services in all wars of this nation.~~

~~All grades of all public and private schools, below the 6th grade, must devote at least one hour per week to exercises or teaching periods for the following purpose:~~

- ~~• The discussion of stories having to do with American history or the deeds and exploits of American heroes;~~
- ~~• The historical background, memorization, and singing of patriotic songs such as the Star Spangled Banner and America the Beautiful;~~
- ~~• The development of respect for the American flag as a symbol of freedom and the sacrifices of those who secured that freedom; and~~
- ~~• Instruction as to proper conduct in the presentation of the American flag.~~

~~Appropriate patriotic exercises suitable to the occasion must be held under the direction of the Superintendent in every public and private school on:~~

- ~~• George Washington's birthday;~~
- ~~• Abraham Lincoln's birthday;~~
- ~~• Dr. Martin Luther King, Jr.'s birthday;~~
- ~~• Native American Heritage Day;~~
- ~~• Constitution Day;~~
- ~~• Memorial Day;~~
- ~~• Veterans Day, and~~
- ~~• Thanksgiving Day.~~
- ~~• ...or on the day or week preceding or following such holiday, if the school is in session.~~

Section 19 Activity Passes

Policy 4017

Current employees, Board of Education and Foundation Board members along with Booster Steering Committee members of Norfolk Public are eligible for a free activity pass. Those employees listed above may also work three

activities (or accumulate a designated number of hours for longer activities) to earn an activity pass for their spouse. Additional information about activity passes is available through the Norfolk Senior High School Activities office.

Section 20 Military and Family Military Leave

Policy 4022

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent or his/her designee as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent or his/her designee at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent or his/her designee of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the board policy pertaining to FMLA leave.

*Legal Reference: Neb. Rev. Stat. §§ 55-160 to 55-166
Neb. Rev. Stat. §§ 55-501 to 55-507
29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA)
38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)*

**Section 21 Notification of Arrest, Criminal Charges, and Certificate,
License or Child Abuse Complaints**

Policy 4025

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Notification of Arrest, etc.

Employees must notify the Superintendent by the next business day after:

- A. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
1. The maximum penalty for the crime equals or exceeds six months incarceration;
 2. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 3. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - a. Would impact the responsibility to be a role model for students or relations with other employees of Norfolk Public Schools;
 - b. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
 - c. Would impact the employee's Commercial Driver's License (CDL) if the employee's job requires that the employee have a CDL.
 4. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Norfolk Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
- Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
- B. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and

Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

- C. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Norfolk Public Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Complaints or Concerns of Employees

Employees are to inform Norfolk Public Schools of any complaints or concerns about the operations of Norfolk Public Schools using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of Norfolk Public Schools and a duty of all of the district's employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be accurate, demonstrate sound judgment, and promote Norfolk Public Schools' mission. Employees must ensure that all applicable laws and regulations are followed by Norfolk Public Schools and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate

supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of Norfolk Public Schools.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

Norfolk Public Schools will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the administrator or appropriate coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 22 Professional Boundaries between Employees and Students

Policy 4025

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Professional Boundaries between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action. **Discipline for a violation of this policy may include termination, the loss of credentials, and referral to the Department of Health and Human Services and law enforcement.**

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:

- A. 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).
- B. Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- C. Employees shall not "friend" or "follow" students on any social networking site.
- D. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise is leaving the district.
- E. Making any sexual advance – verbal, written, or physical – towards a student.
- F. Showing sexually inappropriate materials or objects to a student.
- G. Discussing with a student sexual topics that are not related to a specific curriculum.
- H. Telling sexual jokes to a student.
- I. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- J. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- K. Being overly "touchy" with a specific student.

- L. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- M. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- N. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- O. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- P. Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Q. Going to the student's home when the student's parent or a proper chaperone is not present.
- R. Giving gifts of a personal nature to a specific student.
- S. Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- T. Discussing another student's or an employee's personal matters when it is not appropriate outside of the instructional setting.
- U. "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 familial relationships between employees and their children who are students in the district.

Section 23 Appropriate Dress

Policy 4028

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. Staff members shall dress appropriately, presenting a neat, clean, professional appearance conducive to the learning environment of the students. As a general guideline, appropriate, professional attire is to dress "Business Casual." The general guidelines for business casual are: dress pants or khakis, a reasonable length dress or skirt, or dressy capris combined with a dress shirt, polo or sweater; dress shoes/sandals. Fridays will be designated as Spirit Days across the district and staff members are encouraged to show their school spirit by wearing a Panther polo on those days. Neat, clean jeans may be allowed by your building principal on Spirit Days if they are accompanied by a Panther polo. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 24 Injury Leave

Policy 4031

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the

employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Section 24 Assignment of Duties

Policy 4130

The professional duties to be performed by a teacher with the district shall be subject to assignment by the Superintendent of the district with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

A certified staff member who wants to transfer to another posted opening within the district must send a letter to the Director of Human Resources and Accreditation indicating their current assignment and requesting a transfer to the posted position. Administrators must submit a Certified Employment Offer Form to the Human Resources office to record all changes in employment status. Please note: Submitting a request for transfer does not mean the transfer is automatically approved.

The district reserves the right to transfer employees to other positions as deemed necessary to best meet the overall needs of the school district.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the district, which shall be upon such terms and conditions and at such additional rate of compensation as the teacher and the district may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall education program of the school district. As such a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra-duty assignment is a part of the evaluation of the teacher's overall performance to the district.

Section 25 Agents/Tutors

Policy 4131

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the district) are subject to the following rules:

- A. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
- B. The teacher is not to provide private tutoring in a school building.
- C. The teacher is not to provide private tutoring during duty time.
- D. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 26 Professional Growth

Policy 4140

Professional growth is defined as those activities in which certificated personnel may participate to gain insight, innovative ideas, and practical knowledge in their field of teaching which may be utilized in the classroom. Professional growth for Norfolk Public Schools certificated personnel shall be measured and documented in accordance with district procedures. Credit for professional growth may be accumulated through college work, educational travel, in-service activities, and other approved activities, exceptional in kind and of value to the Norfolk Public Schools. *Failure to meet the Professional Growth requirements may result in nonrenewal of the teaching contract.* More information about the Professional Growth process is located on the district website under the "Human Resources" tab.

Section 27 Evaluation of Teachers

Policy 4150

Evaluations of teachers will be conducted in accordance with the district’s evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration. In the event of a job performance warning, there shall be a conference between the employee and the administrator who shall cooperatively examine the results of the warning. More information about the evaluation process is located on the district website under the “Human Resources” tab.

Section 28 Reduction in Force

Policy 4160

A Reduction in Force (RIF) shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated employees even if the number or percentage of employment of the certificated staff overall may be increased by other hiring or increases in the percentage of employment of other employees. Reduction in Force may result in termination of employment, an amendment to the employee’s contract reducing the employee from full-time to part-time status or an amendment to the contract of a part-time employee further reducing that employee’s percentage of employment. The district will follow the requirements of board policy and state law regulations with regards to Reduction in Force.

Section 29 Leave of Absence

Policy 4170

After a minimum of three (3) years of employment in Norfolk Public Schools, a teacher may apply for a one-year leave of absence pending approval from the Superintendent.

Section 30 Standards of Ethical and Professional Performance

Policy 4190

The Norfolk Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the district.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, national origin, religion, disability, age, sex, or other protected category.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.

- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 31 Outside Employment

Teachers shall not perform duties unrelated to district employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the district of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 32 Address Change

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

Section 33 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 34 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the district and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the “negotiated agreement”), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 18th of the month, or the last preceding school day, if the 18th falls on a holiday or week-end. Upon separation of a teacher’s employment, or upon fulfillment of the contract, the teacher may, at the option of the board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Changes in Salary Schedule Placement. Changes in a teacher’s placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with an official transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before **September 1st** of the school year in which such hours are to be credited for the teacher’s placement on the salary schedule. Failure to provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

General administrative guidelines to follow to advance on the salary schedule:

- A. All courses used for salary schedule movement must receive pre-approval from the Superintendent’s office.
- B. Pre-approval must be obtained at least ten days in advance of the beginning date of the course. Failure to obtain pre-approval may result in using the class for the purposes of advancement on the salary schedule being denied.
- C. Pre-approval of the course may be obtained by completing a “Course Approval” form or having a signed and dated Master’s Degree Program on file in the Superintendent’s office
- D. Salary schedule advancement and professional growth are two separate and distinct items. Advancement on the salary schedule does not automatically happen when transcripts are provided for professional growth points.
- E. The Superintendent’s office is responsible for granting approval for coursework to count towards salary schedule movement and the Professional Growth Secretary at Central Office is responsible for maintaining records for professional growth.
- F. Official college transcripts, not grade cards, shall serve as the method of proof for granting salary schedule movement.

- G. Transcripts are due to the superintendent's office by **September 1st** of each year for salary schedule movement to be allowed.
- H. Grade cards will be accepted as proof of course completion for professional growth purposes.
- I. All courses to be used for advancement on the salary schedule shall be graduate level courses.
- J. Certain exceptions to coursework for advancement on the salary schedule being graduate level exist. The secretary to the Superintendent is able to provide further details.
- K. A Human Relations course is required for certificate renewal and may be used for advancement on the salary schedule or professional growth. The pre-approval process shall be adhered to when this course is taken.

It is the intention of the district to be understanding and fair in the application of the course approval program. Each staff member will be dealt with consistently and in a timely manner.

Section 35 Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at 100% of schedule placement on a per diem basis for such teacher's extended time.

Section 36 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by third Friday in August of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the payroll office in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A." The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Please note: If staff are not participating in the district health insurance plan, they must provide proof of coverage in accordance with state and federal guidelines.

District health insurance premiums are pretax and plan adjustments can only be made (add coverage, etc.) during open enrollments periods and life changing events (divorce, loss of other coverage, birth of a child, death of a spouse, marriage, adoption, etc.) in alignment with IRS regulations. For more information about insurance coverage requirements, please contact the payroll office at (402) 644-2500.

Section 37 Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with current laws and the negotiated agreement.

Section 38 Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by board policy, unless otherwise required by law. The district is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the district. If teachers need additional materials for instruction or school-related purposes, the request should be made to the principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the principal or, if the expense relates to an activity, by the athletic director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 39 403(b) Salary Reduction Agreements

The district will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the district and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the district holding the district harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 40 Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

The district's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The district's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

The Superintendent or Superintendent's designee may suspend a teacher with or without pay for the teacher's violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

Section 41 Paid Leave

Paid Leaves:

- A. *Paid Leaves Available.* Norfolk Public Schools makes the following forms of paid leaves available to certificated employees: **Sick Leave, Bereavement Leave and Personal Leave.**
- B. *Nature of Paid Leave.* Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the district; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
- C. *Leave Year.* The leave year for paid leaves is the district's fiscal year.
- D. *Leave Days.* Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.
- E. *Carry-over and Accumulation.* Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 75 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 75, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 75 days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2016-2017 school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 75, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 75 days in a leave year.

Section 42 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = $1/188^{\text{th}}$ of total salary.

Section 43 Unpaid Leaves

Norfolk Public Schools complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence

An employee may apply to the board for a leave of absence from duties. The board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

Section 44 Jury Duty Leave

A teacher who is summoned for jury service must promptly notify the Building Principal. The teacher will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the teacher for time spent in jury service. The District may, at its discretion, reduce the teacher's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If a teacher reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the Building Principal.

Legal Reference: § 25-1640

Section 45 Subpoena to Testify Leave

A teacher must promptly notify the Building Principal when the teacher receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the teacher is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

Section 46 Long Term Leave Communication

Norfolk Public Schools encourages our staff in long term leave (maternity, medical, disability, etc.) situations to regularly (at least weekly or biweekly) communicate with their building administrators, payroll, and the assigned substitute (if there is one) about their progress and "intent to return" status. This communication provides important insight into how things are going, allows opportunities for questions, proactively anticipates conflicts in schedules, and minimizes miscommunication (especially if there is a change with the start or end date of the leave).

Section 47 Crisis Team

Events such as the death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce a crisis for students and faculty alike. The need to cope effectively is necessary. The purpose of the NPS Crisis Response Team is to evaluate crisis situations and plan intervention strategies based on district guidelines. Guidelines for the purpose and utilization of the Crisis Response Team is made available to staff at the beginning of each school year by CRT members.

Section 48 State Tournament Guidelines: Grades 7-12

- A. Coaches in grades 9-12 are able to go to the state tournaments in the sports they are coaching each year.
- B. Seventh and eighth grade coaches will be allowed to go to the state tournament for the sports in which they are coaching on an every-other-year basis.
- C. Head varsity coaches may take up to two days of professional leave, assistant high school coaches may take up to one day of professional leave every year and 7th and 8th grade coaches (Head or Assistant) will get one day of professional leave every other year on a rotating basis.
- D. Coaches will have subs and be provided a car – no other expenses will be covered by the district.
- E. Coaches are expected to attend all Class A games, including the finals. This time should be used to evaluate teams and philosophies of other successful programs in the state.
- F. Coaches are encouraged to network with coaches from other schools.
- G. Building administrators have the final say on teachers leaving.

Section 49 Media Requests

Norfolk Public School employees are to refer all media requests to the Superintendent and/or Director of Communications. Employees are not authorized to speak on behalf of the district regarding school/student news without the Superintendent's approval. The only exception is coaches, during/following a competition.

Article 6: Students

Section 1 Assignment of Students

Policy 5003

Academic placement decisions involving students are the responsibility of the administration. Decisions on grade and teacher placement will be based on what best fits the needs of the students and school district.

Section 2 Student Attendance

Policy 5008

Absences, Truancies, and Tardies:

- A. All questionable student absences should be carefully checked by the respective building principal or assistant principal.
- B. Students should be excused from school without penalty to take part in presenting programs for church groups, luncheon clubs, or any community, civic or patriotic organizations, or to keep an appointment with a doctor or a dentist. Parents should be aware of (and notified of) these absences in advance. If the student is called out of school so often that his/her school work is suffering, teachers should recommend to the parent that the child be kept in school.

Section 3 Student Discipline

Policy 5101

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

- A. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
- B. It is important to document student behavior in your classroom; calls to parents, referrals, and/or communications with a student.
- C. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the principal about possible alternatives in discipline procedures. Be attentive and immediately respond to "bullying."
- D. If a student continues to cause problems, inform the administration for disciplinary action using approved procedures. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
- E. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
- F. Refer students with continued and significant behavioral problems to designated teams for a determination of whether the student is in need of special services. Contact the counselor or building principal if you have additional questions as to the procedure.

risk of injury.

3. Be vigilant while supervising students. Never leave the classroom unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that a teacher leave the classroom, request that another nearby staff member cover the class, or notify the office so someone can provide assistance. If the teacher is on recess duty, the teacher's responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the teacher's primary duty is supervision. This means that the teacher is aware of what all students are doing in their assigned area of supervision.
4. If the teacher has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
5. Be careful with touching students. **Use of corporal punishment is prohibited at Norfolk Public Schools.** Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
6. Be careful with your language. Profanity or abusive language should not be used. Teachers must be good role models for students. If a student uses such language, the teacher should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

B. Proper Instructions:

1. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
2. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
3. When going over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
4. Review playground and classroom safety rules with students at least once each semester and note it in your written records. Also, if any students are absent when reviewing the rules, the teacher will contact the student(s) to review the same information and also note that contact in written records.

C. Proper Maintenance of Buildings, Grounds, and Equipment:

1. Conduct periodic inspections of equipment under your control or in your area of supervision.
2. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the principal so those repairs may be undertaken.
3. Check communication devices (whether it be a school phone, a walkie-talkie, intercom, e-mail, or a cell phone) periodically to make sure teachers can communicate with the office immediately in the event of an emergency.

D. Proper Warnings:

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the principal immediately so additional warnings may be given.

Contact the Office for Assistance:

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- A. student fight
- B. student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- C. a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- D. presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 10 Dispensing Medication

Policy 6910

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the district’s Safety and Security Management Plan and the district’s Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition, during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student’s name, name of medication, dosage needed, and time of dispensing the medication. Any questions about these rules are to be addressed with the Principal

Section 11 Homeless Students

Policy 5418

The **Every Student Succeeds Act** requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the district’s designated Homeless Coordinator. The Superintendent or Director of Student Services should be contacted for questions relating to a homeless student.

Section 12 Reporting Child Abuse

Policy 5402

Nebraska state law and District policy mandates school officials to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the teacher has reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska state law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- A. Placed in a situation that endangers his or her life or physical or mental health;
- B. Cruelly confined or cruelly punished;
- C. Deprived of necessary food, clothing, shelter, or care;
- D. Left unattended in a motor vehicle if such minor child is six years of age or younger;
- E. Sexually abused; or
- F. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make the report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you with any questions or concerns you may have.

Section 13 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and board policy. Further information about FERPA and the district's policies under FERPA are found in board policy and in the student handbook.

Section 14 Disclosure of Student Information to Military Recruiters and Colleges

The **Every Student Succeeds Act** (ESSA) requires the district to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 15 Student Privacy Protection

The **Every Student Succeeds Act** (ESSA) requires the district to protect the privacy of students. Further information about student privacy and the district's policies with regard to student privacy are found in board policy and in the student handbook. In general, employees are expected to comply with these provisions of **ESSA** and related board policy, as follows:

- A. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the district)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
- B. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 - 1. Political affiliations or beliefs of the student or the student’s parent;
 - 2. Mental or psychological problems of the student or the student’s parent;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 - 5. Critical appraisals of other individuals with whom the student has close family relationships;
 - 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 - 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
- D. The district policy is to not collect, disclose, or use personal information collected from students for the purpose of marketing or selling that information.

Section 16 Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Article 7: Instruction

Section 1 Classroom Environment

Policy 6111

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers).

Section 2 Emergencies

Policy 6114

All employees of Norfolk Public Schools are accountable for upholding the protection of students. School district procedures for implementing the **Standard Response Protocol** shall be consistent across the district. These Standard Response Protocols are posted and accessible in every school building in the district.

Section 3 Fire Drills, Emergency Plans

Policy 6115

Each building shall coordinate and exercise at least nine fire drills, two tornado drills, and two intruder drills each school year.

Section 4 Ceremonies, Observances, and the Pledge of Allegiance

Policy 6117

Exercises ~~may~~ shall be held for ~~George Washington's birthday, Abraham Lincon's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veteran's Day, President's Day, and Thanksgiving Day.~~ In addition, appropriate exercises may be held for Flag Day and State Fire Day. Each school shall establish a time during each school day when students will be led in the recitation of the Pledge of Allegiance.

Section 5 Curriculum – Assessments

Policy 6211

A. State Assessments.

Norfolk Public Schools has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

B. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

1. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
 - a. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
 - b. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that

is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

2. Teaching for Success on Assessments.

- a. It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student's knowledge, and not simply test preparation.
- b. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to "teach to the test" by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. "Cramming" assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
- c. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

3. Conditions for Successful Assessments.

- a. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
- b. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
- c. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

4. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the principal.

5. Assistance during Assessments.

- a. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
- b. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

access information that is profane, obscene or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.

- D. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
- E. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- F. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
- G. Teachers will not attempt to login to the system as a system administrator.
- H. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
- I. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, or other materials that are provided by the district.
- J. Teachers will not use the network for financial gain or for any commercial or illegal activity.
- K. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
- L. The district will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the district's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the district for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
- M. The Internet will be supplied for your use on an "as is, as available" basis. The district does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
- N. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- O. The district reserves the right to refuse posting of files, and to remove files.
- P. The district further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the district's computers or Internet system.
- Q. The computer system is not a public forum. It is provided for the limited purpose of advancing the district's mission.
- R. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 12 Lesson Plans

Teachers will prepare written lesson plans. These plans must be consistently communicated to building principals according to building expectations. The lesson plans should be specific, up to date and contain information about curriculum, assessment, classroom procedures, emergency plans, and current student needs. The lesson plans must be accessible to others in the teacher's absence. If a physical plan book is kept, please keep the plan book, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plan book should be kept in a place in which the plan book will be readily available in the teacher's absence. If the lesson plans are digital, the teacher must give the building principal access to these materials.

The lesson plans must be sufficiently clear in establishing instructional objectives, curricular learning targets, and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 13 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

A. Bulletin Boards

Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards should be changed as needed to ensure current and relevant information is available.

B. Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet for future reference. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

C. Use of Cell Phones

1. Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.
2. Teachers are not to use wireless devices or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.
3. Teachers will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the district relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Cell phones will not be used while the vehicle is in motion.

D. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. *Teachers ultimately bear responsibility of the actions that occur in their classroom.* Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the paraprofessional to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

- E. Use of Student Aides
Student aides are to be directly supervised by the teacher or office staff and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys should **NEVER** be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.
- F. Checking Out of Equipment
All equipment must be checked out through the Building Principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another district employee.
- G. Requisition of Equipment and Supplies
Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the district may be directed to the personal use of a teacher or another district employee. If approved, the Principal will assign a purchase order number/budget code.
- H. E-mail
Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should respond to e-mails which require a response in a timely fashion, but should avoid checking and responding to e-mails during instructional time. Use of the district's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in board policy and this handbook.
- I. Teacher Mail Box
Each teacher will be assigned a mailbox. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer, teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communications regarding school business.
- J. Teacher Meetings
Teacher meetings will be held as designated by building/district administrators. **ALL** teachers are expected to be present for meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 14 Purpose and Goals of Academic Achievement

The Norfolk Public Schools' Board of Education is committed to providing a quality education for all Norfolk Public School students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the district's mission of providing a quality education.

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration. Each teacher is responsible for teaching in a manner that meets the mission of the District and assures student understanding and learning of the standards and learning targets presented to students within the curriculum adopted by the District.

Teachers will model classroom instruction using the instructional model implemented by the District and the components reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the district instructional model and the components of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (“special education students”), students with other disabilities which impact the educational program (“504 students”), and limited English proficient students (“LEP or ELL students”). The District’s policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 15 Academic Progress

Policy 5203

Every teacher is required to keep a complete and easily understandable record of the attendance and achievement of every student in a class using current district tools and procedures. This student record must be kept current and include the following minimum information in a readily understandable fashion:

- A. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
- B. The name and date of entry for each student who enrolls after the semester opens.
- C. The date of withdrawal for each student who withdraws from the class previous to the close of the semester—dropouts or early withdrawals.
- D. A complete record of the attendance of each student enrolled showing:
 - 1. Days on which the student was tardy.
 - 2. Days on which the student was absent, with a differentiation between excused and unexcused absences.
- E. A complete report of all recorded grades for each student.

Section 16 Grading:

Measuring and accurately reporting the level of each student’s academic achievement is of critical importance to students, parents, staff, the Board of Education and community. To this end, each teacher shall utilize a variety of assessment instruments and techniques to accurately measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessments, and report the results in accordance with district procedures. Teachers should measure student learning and understanding on a frequent basis to provide an accurate evaluation of each student’s academic achievement.

Section 17 Recording Grades

Each teacher shall record grades utilizing our district student management system. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Teachers must be able to support and justify the grades that each individual student earns. Grades must be recorded for all curricular areas.

Grading Scales:

Teachers are to use only the grading scales set forth below for designated levels of students:

Norfolk Public Schools: Grading Scales

Norfolk Elementary Schools will use the following marking system for grades K-2 on the progress reports:

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Grades 3-12 will be evaluated on achievement, level of work performed, effort/assignments
Achievement Level

- A = 94-100%

- B = 86-93%
- C = 78-85%
- D = 70-77%
- F = Below 70%

The preceding grade scales are expected to be used according to the following guidelines:

- No other grade scales are to be used on official records or reports.
- "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course.
- A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
- The mark given at the end of each reporting period is considered an evaluation of the student's academic status at the time (for example, the final mark in a semester course is an evaluation of the student's status as of the close of the semester; not an average of two nine-week marks).
- Teachers may exercise professional judgment in distributing grades. Grades are not expected to be distributed on a normal curve.

Reports to Parents

Grades and credit are assigned on a quarter (9 weeks) or semester (18 weeks) basis. Reports are available to parents during the school year. The grade reports are produced from information supplied by teachers and distributed to students at school or mailed to parents.

All grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire 18 weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, communication should be sent to parents. Arrangements will be made as needed to include this communication with the grade report forms. The communication may call attention to deficiencies, faults, or failures; or it may be commendatory in nature. If carefully prepared, this communication can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that all communication be as informative as possible. Teachers should, in all cases, keep on file copies of all communication sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or quarter reports. Parents are not always helpful or reasonable under these circumstances, but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Upon request, a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to provide documentation of class records to the principal at the close of the school year for filing in the permanent records. Teachers who return to Norfolk Public Schools and wish to refer to the previous year's class records may request the information from the building principal. Such information shall be kept in the office for permanent filing when the teacher is finished with the information, or at the close of the current term.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively with the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included.

Failure to initially resolve the issue will result in an appeal involving the Superintendent or designee and the participants described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, board policy, or the best interests of the district.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into Norfolk Public Schools at the 15 to 18 week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Section 18 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 judgement 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.

Teachers are to understand and utilize the district Homework Policy in assigning work to students.

Section 19 Parent-Teacher Conferences:

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, two Parent-Teacher conferences are scheduled twice (once in the fall and once in the spring) each school year as prescribed in the school calendar. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the building principal.

Section 20 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the

medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

Appendix A

Norfolk Public Schools 2021-2022 School Calendar Information



Norfolk Public Schools 2021-2022 Staff Calendar

August 2021 S M T W Th F Sa 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	January 2022 S M T W Th F Sa 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 2021 S M T W Th F Sa 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	February 2022 S M T W Th F Sa 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
October 2021 S M T W Th F Sa 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	March 2022 S M T W Th F Sa 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 2021 S M T W Th F Sa 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	April 2022 S M T W Th F Sa 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 2021 S M T W Th F Sa 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	May 2022 S M T W Th F Sa 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 school for students or teachers
□	Teacher Work Day/Students-No School
◓	Teacher Work Day/Students-No School (a.m. only)
└	End Quarter
*	2:00 p.m. dismissal for students K-12
/	11:30 a.m. dismissal for students K-12
+	Make-up Snow Days (if needed)

August	3-6 Orientation - New teaching staff Orientation - All teaching staff
12	First Day - First Half Students K-12
13	First Day - Second Half Students K-12
16	All Day- K-12
September	6 Labor Day - No School
October	13 K-12 End First Quarter 18-21 K-12 Parent-Teacher Conferences 18 - K-8 P-T Conferences, 4:00-7:00 19 - K-4, 9-12 P-T Conferences, 4:00-7:00 20 - 5-12 P-T Conferences, 4:00-7:00 21 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00)
22	K-12 Students - No School (K-12 Teachers - Comp. Day - No Duty)
25	K-12 Staff - Prof. Development - No School for Students
November	24-25 Thanksgiving Break - No School
December	22 K-12 End Second Quarter/First Semester 23-31 Winter Break - No School
Quarter	K-4 5-6 7-8 9-12
1	44.0 44.0 44.0 44.0 August 12 - October 13
2	44.5 44.5 44.5 44.5 October 14-December 22
	88.5 88.5 88.5 88.5
3	43.5 43.5 43.5 43.5 January 5 - March 8
4	44.5 44.5 44.0 44.0 March 9 - May 21 ⁸
	88.0 88.0 87.5 87.5

176.5	Student Days, Grades K-4
176.5	Student Days, Grades 5-6
176.0	Student Days, Grades 7-8
176.0	Student Days, Grades 9-12
188/192	Veteran/New Teacher Contract Days
Updated - 10/21/2020	

January	1-3 Winter Break - No School 3 K-12 Staff - Prof. Development - No School for Students 4 K-12 School Resumes 17 K-12 Staff - Prof. Development ESU Speaker - No School for Students
February	7-10 K-12 Parent-Teacher Conferences 7 - K-8 P-T Conferences, 4:00-7:00 8 - K-4, 9-12 P-T Conferences, 4:00-7:00 9 - 5-12 P-T Conferences, 4:00-7:00 10 - K-12 Students - 11:30 a.m. dismissal (K-12 P-T Conferences, 1:00-4:00) 11 K-12 Students - No School (K-12 Teachers - Comp. Day - No Duty)
March	8 K-12 End Third Quarter 11 K-12 No school - Spring Break 14 Make - Up Snow Day (if needed due to 4 snow days) 15 Make - Up Snow Day (if needed due to 3 snow days) 16 K-12 School Resumes
April	15-18 No School - Spring Break 19 K-12 School Resumes 21 Grades 9-12 - 11:30 a.m. dismissal PM- SH Track Meet 22 No School - District Musio/ JH Speech Staff Development Day
May	4 K-12 Staff Appreciation Day 5 Grades 7-8 - 11:30 dismissal PM JH Track Meet 15 Graduation 18 Students Last Day/End Fourth Quarter K-12-11:30 a.m. dismissal (End of 4th Quarter) 19 Last Teacher Work Day

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Note: All dates and times subject to change.

Appendix B

Norfolk Public Schools
Certified Staff Employee Handbook Receipt Page

**RECEIPT OF THE 2021-2022 CERTIFIED STAFF HANDBOOK
OF NORFOLK PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2021-2022 Certified Staff Employee Handbook for Norfolk Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:

Employee Signature:

Please return the signed document to your building secretary.